STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

210-5393-302

Division: Policy Division	**Classification Title**: 5393 Analyst II
Branch: Information Policy Liaison Branch	**Working Title**: Access Administration Analyst
Unit: Digital Access Administration Section	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 210-5393-302	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**:

Direction Statement and General Description of Duties: Under direction of a Staff Services Manager I, responsible for analyzing, developing, enhancing, implementing, and maintaining automated programs relating to the Digital Experience Branch and the release of information from the department files.

Percentage and Essential/Marginal Functions:

25%	**(E)** Performs and solves complex analytical functions concerning the development, maintenance and support of databases and programs related to the release of information. This includes problem solving database and program-related issues, conducting independent research on cause(s) and making recommendations to facilitate

	effective courses of action and resolution. Troubleshoots the most complex customer Secure File Transfer and EPN technical issues. Provides training and guidance to new team members and less experienced analysts.
20%	**(E)** Assists in a lead capacity for the Employer Pull Notice (EPN) programs. Participates as a team member / leader on projects concerning the release of information and the impact on the Information Policy Branch and Information Release Section. Responsible for keeping management and staff apprised of all projects' progress and potential impacts. Provides training to customers on electronic transfers, accessing files, and interpreting records. Independently performs complex analyses and creates Service Now Requests with substantiating documentation for database and program enhancements. Conducts research, prepares Priority memos, and works with other divisions' technical staff to prepare requests for databases/systems managed by other departmental divisions.
15%	**(E)** Takes the lead as Subject Matter Expert (SME) for the EPN agent processing workload. Processes account changes, updates, adds, and deletes submitted by EPN agents on behalf of their customers.
15%	**(E)** Takes the lead as Subject Matter Expert (SME) for the CalPhoto program. Coordinates with various sections within the department involved in the CalPhoto program and performs testing of the system when upgrades and revisions are introduced.
10%	**(E)** Conducts studies of database and program enhancements and/or development efforts, prepares and maintains workload reports for Activity Based Costing (ABC). Collects statistics regarding volumes keeping management apprised of any significant variances that may affect totals.
10%	**(M)** Acts as the SME when addressing system related issues and in maintaining technical manuals used by internal/external customers.
5%	**(M)** Performs other job-related duties as required.

Supervision Received: The Associate Governmental Program Analyst reports directly to and receives the majority of assignments from the Staff Services Manager I.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Works in a large, partially partitioned cubicle under artificial light. Frequently exposed to basic office equipment (computers/screens, telephones, fax machines, printers, photocopiers, etc.).
Special Requirements: Fingerprint/Criminal Record Clearance required.
Personal Contacts: Will interact with departmental staff as well as the public by phone, email, in person, and mail, as needed. Interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

210-5393-302

Division: Policy Division	**Classification Title**: 5393 Analyst II
Branch: Information Policy Liaison Branch	**Working Title**: Access Administration Analyst
Unit: Automation Delivery Unit	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 210-5393-302	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 01/15/2025

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10%	**(M)** Acts as the SME when addressing system related issues and in maintaining technical manuals used by internal/external customers.

5%	**(M)** Performs other job-related duties as required.

Supervision Received: The Analyst II reports directly to and receives the majority of assignments from the Supervisor I.
Supervision Exercised and Staff Numbers: None.
Physical Requirements:
Special Requirements: Fingerprint/Criminal Record Clearance required.
Personal Contacts: Will interact with departmental staff as well as the public by phone, email, in person, and mail, as needed. Interactions may be general, confidential, sensitive, or informative.

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