

POSITION DUTY STATEMENT

Division: Field Operations Division	Classification Title: 4621 Assistant Division Chief/Program Manager DMV
Branch: HQ	Working Title: Chief of Staff
Unit: FO General Administration Headquarters	Tenure/Timebase: Limited Term Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 438-4621-906	CBID/Bargaining Unit: M01
Conflict of Interest Classification: Yes 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: E	Date Approved:

Direction Statement and General Description of Duties: Under administrative direction of the Assistant Deputy Director, Field Operations Division (FOD), in the Administrative Branch, the Assistant Division Chief/Program Manager (ADC/PM), Department of Motor Vehicles (DMV) is responsible for managing the administrative activities related to keeping field offices maintained and operational, disbursement of directives, policy development, and implementing strategic plans for program goals and organizational changes. Responsibilities include, but are not limited to:	
Percentage and Essential/Marginal Functions:	
40%	(E)

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	<p>Provides leadership, direction, and guidance to staff performing work in units within the Administrative Branch and other subdivisions within FOD. Oversees preparation and allocation of FOD's multimillion dollar budget, which includes resource allocation, expenditure management planning, expenditure tracking, workload indicator analysis, product cost accounting, management information analysis, and working closely with the Region Administrators to ensure expenditure projections are accurate. Approves documentation related to attrition data, competency gaps, and progression of goals, initiatives, and staff development programs that result from succession, workforce, and strategic planning.</p>
20%	<p>(E)</p> <p>Oversees the hiring and recruitment process, participation in civil service examinations to ensure robust eligibility lists, progressive discipline, union issues, including attending meet and conferring with the union, hardship transfers, and medical issues. Manages and resolves the most sensitive and complex matters and ensure confidentiality is maintained.</p>
15%	<p>(E)</p> <p>Oversees facilities management for field, regional, and industry office locations throughout the state, which includes the capital outlay plan, renovation projects, office closures, facilities replacement, ongoing facilities projects, lease renewals, special repairs and maintenance, equipment, and furniture needs. Provides critical input in the development of the department's five year infrastructure plan, incorporating the priorities and needs of the regions with enterprise strategic plans. Serves as primary contact for major departmental-wide projects and programs.</p>
10%	<p>(E)</p> <p>Oversees statewide contracts and procurement activities, including ensuring field, industry, and region offices are able to obtain equipment and supplies. Makes decisions to support continuous security improvements to provide a safe and secure environment to protect field office staff and the general public.</p>
10%	<p>(E)</p> <p>Participates in the development of FOD and departmental policies. Completes special projects as assigned regarding the most sensitive and confidential issues, which requires research, analysis, and development of recommendations, proposed policy, and implementation plans. Oversees collection and analysis of various information and data, including performance measures, activity based costing data, time reporting for data</p>

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	analysis, and development of statistics and reports for FOD management to ensure efficient operation and utilization of resources.
5%	<p>(M)</p> <p>Participates in FOD and department strategic planning to identify strengths, weaknesses, and opportunities to increase operational effectiveness to meet customer service objectives. Provides critical input and assistance in the development of program changes that affect FOD statewide, including redirection of workloads from field offices to ensure efficiency of business operations to meet departmental goals and mandates. Conducts business process reengineering by evaluating procedures, practices, facilities, and recommending or effecting change.</p>

Supervision Received: The Assistant Division Chief/Program Manager (ADC/PM), Department of Motor Vehicles (DMV), works under the administrative direction of the Assistant Deputy Director.

Supervision Exercised and Staff Numbers: The ADC/PM provides direct supervision to two Staff Services Manager IIs and provides indirect supervision to managerial, technical, analytical, and support staff.

Physical Requirements: The incumbent works in an office setting environment, under artificial light. Requires daily use of a personal computer and related software applications at a workstation. May sit or stand for extended periods of time.

Special Requirements: The incumbent is expected to maintain consistent and regular attendance, communicate effectively and professionally (both orally and in writing) in dealing with the public or departmental staff. Possess ability to manage time and resources effectively and possess good judgment in decision making. May be required to drive a motor vehicle to conduct State business. May be required to travel. May be required to work after hours, based on business needs and workload fluctuations.

Personal Contacts: The ADC/PM has contact with direct report staff, other departmental staff and executives, internal and external customers, and other stakeholders in person, by telephone, via e-mail, and mail as needed. The nature of these interactions may be general, confidential, sensitive, or informative.

EMPLOYEE ACKNOWLEDGMENT

DEPARTMENT OF MOTOR VEHICLES

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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