STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

093-1890-018

Division: Operations Division	**Classification Title**: 1890 Senior Motor Vehicle Technician
Branch: Industry Services Branch	**Working Title**: Senior Motor Vehicle Technician
Unit: Business Partner Operations	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 093-1890-018	**CBID/Bargaining Unit**: R04
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**: 03/10/2026

Direction Statement and General Description of Duties: Under minimal direction of the Business Partner Operations Manager I, the Senior Motor Vehicle Technician (SMVT) is responsible for evaluating complex situations, developing recommendations for appropriate action in accordance with statues and established departmental policy, and generate correspondence to parties involved in the Departments Business Partner Automation program. Train, assist and advise Motor Vehicle Representatives and Control Cashiers on complex applications.

Percentage and Essential/Marginal Functions:

40%	**Program Support (E)**

	Using the Series I database, the SMVT is responsible for assisting first level managers in day-to-day planning organizing/directing of the BPO work related functions. Provide technical assistance and program support to the BPO Program including training. Analyze department vehicle records, registration/title applications and identifying keying errors. Recommend an appropriate course of action and initiate correspondence to the parties involved. Interact with field office, BPO agents, public and law enforcement agencies to interpret and apply the most complex provisions of the Vehicle Code, departmental policies and procedures. Determine the allocation of and analyze fees due/paid to the department. Take necessary steps to revoke or validate vehicle ownership while protecting the integrity and security of the department's records.
35%	**Technical Support (E)** Review and analyzes applications and supporting documentation to determine if compliance has been met, fees required, and action to be taken to issue vehicle titles and perform related activities. Cashier fees through the Series ITe. Assist field office, agents, public and/or law enforcement with complex questions over the telephone. Follow through on incomplete records; obtain supplemental or clarifying information by telephone or written correspondence to agents and law enforcement agencies. Provide training to current and new employees. Assist in daily, weekly and monthly reports.
20%	**Document Maintenance (E)** Reconstruct lost field office documents. Maintain integrity and security of the department records while applying critical on-line corrections to the VR database, e.g. VR deletions, adding/deleting accounting/vehicle ownership history.
5%	**Other Duties (M)** Other duties as required.

Supervision Received: The SMVT receives general supervision from the Manager I, DMV.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Will be sitting for long periods of time. Will utilize a computer, telephone, printer, fax machine, and copier. May be required to transport boxes up to 15lbs from workstation to storage room.

Special Requirements: None
Personal Contacts: The SMVT has daily contact with departmental staff, the public, and other agencies including, but not limited to, Business Partners, Lien Holders, Registration Services and Law Enforcement by phone, in person and mail. Interactions may be confidential, general, technical, 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