STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

060-7500-003

Division: Executive Division	**Classification Title**: 7500 Career Executive Assignment
Branch: N/A	**Working Title**: Chief, Human Resources Branch
Unit: CEA Unit	**Tenure/Timebase**: Non-Tenured Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 060-7500-003	**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: Yes	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: E	**Date Approved**: 10/23/2026

Direction Statement and General Description of Duties: Under the general direction of the Deputy Director, Administrative Services Division (ASD), the Chief, Human Resources Branch (HRB) has full responsibility for policy and human resources support for the Department of Motor Vehicles.

Percentage and Essential/Marginal Functions:

35%	**(E)** (E) Develops and implements human resources policies and procedures and short and long range plans, such as exploring the use and application of new technology; effective examining tools, techniques, and approaches; strategies to reduce/contain workers'

	compensation costs; and other related strategies to support the department's mission and Strategic Plan. Monitors and evaluates the effectiveness of existing personnel management policies, procedures, and standards.
30%	**(E)** (E) Manages DMV's statewide personnel management programs and services, including employee pay and benefits, recruitment and examination, workers' compensation, reasonable accommodation, wellness and illness/injury prevention, employee assistance, classification and pay, employee performance management, and personnel records retention. Oversees DMV's Live Scan, Conflict of Interest, and Employee Pull Notice programs.
15%	**(E)** (E) Directs and oversees DMV's Labor Relations Program. Develops, recommends, and implements departmental labor relations policies. Plans, develops, and directs the grievance process. Represents the department in negotiations and meetings with employee organizations. Advises departmental managers on labor relations issues.
10%	**(E)** (E) Provides consultative services and interpretation of personnel and labor relations laws, rules, and policies to the Director, Chief Deputy Director, divisional Deputy Directors, and administrators regarding human resources and labor relations management policies and procedures. Develops and maintains effective working relationships with control agencies.
5%	**(E)** (E) Oversees and provides final approval of all personnel actions (e.g., adverse actions, rejections during probation, medical actions) taken by the department.
5%	**(M)** (M) Represents the department on human resources related matters with the California State Transportation Agency, the California Department of Human Resources, the State Personnel Board, other State Agencies, employee organizations, and other public and private organizations. Performs other duties as required.

Supervision Received: The Chief, HRB reports to and receives general direction from the ASD Deputy Director.
Supervision Exercised and Staff Numbers: The Chief, HRB provides direction to one (1) Assistant Division Chief/Program Manager, one (1) C.E.A. A, and one (1) Labor Relations Manager II, two (2) Supervisor II (Specialist) and one (1) Supervisor I (Specialist). The HRB has approximately 150 positions total.
Physical Requirements: The Chief, HRB works in an office setting for the majority of the time and utilizes a personal computer and other standard office equipment. Occasional travel to other agencies to attend meetings may be required.
Special Requirements: Knowledge of and experience in developing, implementing, and managing human resources and labor relations policies and procedures, and experience in interpreting and applying related governmental laws and rules to ensure compliance; knowledge of and experience in State personnel management programs and services, including classification and pay, payroll and benefits, performance management, recruitment, workers' compensation, and safety and wellness; experience in personnel management and leadership which demonstrates ability to plan, organize, and direct a multi-disciplinary staff, including achieving planned goals, objectives, and outcomes, and staff training, development, motivation, and recognition; decision-making ability, and ability to analyze complex problems and recommend effective courses of action, utilizing innovative thinking, discernment, decisiveness, and process improvements, on matters with department-wide impact; ability to gain the confidence and support of executive management and provide effective advice to executive management on a wide-range of sensitive and complex issues; ability to build and maintain cooperative working relationships with department management and State control agencies, including the California Department of Human Resources, State Personnel Board, and State Controller's Office.
Personal Contacts: This position interacts on a regular basis with the ASD Deputy Director, DMV Executive management, HRB staff, DMV Legal partners, the California State Transportation Agency, the California Department of Human Resources, the State Personnel Board, and other State agencies. Interactions may be confidential, informative, or sensitive in nature.

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