STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

266-1890-010

Division: Operations Division	**Classification Title**: 1890 Senior Motor Vehicle Technician
Branch: Driver Licensing Branch	**Working Title**: Senior Motor Vehicle Technician
Unit: Insurance Unit	**Tenure/Timebase**: Limited Term Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 266-1890-010	**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**:

Direction Statement and General Description of Duties: Under the general direction of the Manager I, DMV, the Senior Motor Vehicle Technician provides lead direction and guidance to Motor Vehicle Representatives, Motor Vehicle Assistants, and other clerical and related staff in the Financial Responsibility Unit (FRU); acts as expert resource in technical subject-matter areas; or personally performs the most difficult and complex technical work of the Financial Responsibility Unit.

Percentage and Essential/Marginal Functions:

30%	**Advising and Assessing (E)**

	Provides technical direction, guidance and training to Motor Vehicle Representatives, Motor Vehicle Assistants, and other clerical and related staff; performs quality assessment of processed work to ensure accuracy and appropriateness of actions taken on the driver license (DL) record and provides direction to technicians when corrections are needed; compiles and provides documented reports to management regarding daily inventory of workloads; addresses the more complex financial responsibility problem correspondence or phone calls referred or received from departmental entities, law enforcement, courts, the insurance industry, and members of the public regarding interpretation of the DL, Financial Responsibility (FR), and Civil Judgement (CJ) laws; responds daily to customer telephone inquiries from the public.
25%	**Record Analysis Reviews (E)** Reviews, analyzes, and takes appropriate action for most difficult records of drivers who dispute traffic accident involvement, provide false evidence of insurance to law enforcement, and are subjects of staged accidents or identity theft; performs updates on driver records with information from Report of Traffic Accident Occurring in California (SRI) and insurance documents via hard copy and Robotic Process Automation (RPA); accesses security sensitive type transaction codes required for correction, changes, and reinstatement of a driving privilege and driver record.
20%	**Document Analysis Reviews (E)** Reviews and analyzes insurance and court documents submitted to INS by field office technicians and the public to determine disposition regarding the driving privilege and driver record; reviews and analyzes the most complex insurance and court documents to determine appropriate course of action; initiates contact with insurance companies, courts, attorneys, etc., regarding clarification or authenticity of documents to determine final disposition of a case and to update the driver record.
20%	**Subject Matter Expert and Team Lead (E)** Serves as expert staff resource to management; represents the department and coordinates efforts with representatives of other governmental agencies on DL, FR, and CJ issues; makes oral presentations to governmental agencies, the insurance community, and DMV Management; acts as the departmental expert witness in the U.S. Federal Court, Superior and Municipal courts regarding DL, FR, and CJ laws and procedures pertaining to specific cases during hearings; serves as a team lead or technical expert for special or complex projects; acts as back-up to a Manager I when needed.
5%	**Miscellaneous (M)**

	Performs other job-related duties as required.

Supervision Received: The Senior Motor Vehicle Technician reports directly to the Manager I, DMV. The position is subject to a minimum of general direction.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Ability to regularly move around the unit occasionally twisting and bending; remain sedentary for long periods of time; repetitively move hands; and occasionally transport mail and boxes up to 25 pounds.
Special Requirements: None.
Personal Contacts: Interacts with departmental staff, and internal and external customers in person, by phone, correspondence or e-mail. Interactions may range from general, confidential, sensitive, and 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