STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

281-4621-001

Division: Legal Affairs Division	**Classification Title**: 4621 Assistant Division Chief/Program Manager DMV
Branch: Driver Safety Branch	**Working Title**: Region Administrator
Unit: Driver Safety Region II Office	**Tenure/Timebase**: Permanent Fulltime
Position City: Oxnard	**Position County**: Ventura County
Position Number: 281-4621-001	**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**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: E	**Date Approved**:

Direction Statement and General Description of Duties: This position will be headquartered in Oxnard, but the incumbent will physically report to an office within the Region II area closest to their residence.

Under the general direction of the Driver Safety Branch Chief, CEA B, the Assistant Division Chief/Program Manager, Department of Motor Vehicles (DMV) is primarily responsible for oversight of the Region II Driver Safety Branch. Responsibilities include but are not limited to: disbursement of directives; Legal Affairs Division (LAD) policy development; developing and implementing strategic plans for program goals and organizational changes. Duties include, but are not limited to:

Percentage and Essential/Marginal Functions:

30%	**Management (E)** Provides leadership, direction, and guidance to staff performing work in units within the Driver Safety Region II Branch, relating to delivery of administrative hearing processes, investigations, and reexaminations. Provides oversight and management of several office locations and remote work sites. Through subordinate unit managers, plans, organizes, and evaluates the work of production staff. Reviews and analyzes reports regarding Driver Safety activities and takes appropriate action.
25%	**Technical Advisor (E)** Provides critical input in the development of policies for operational impact and feasibility on Driver Safety programs and advises the Chief of the results. Serves as a policy advisor, representing the department and division during legislative hearings and other public policy forums. Ensures policies will meet increased level of scrutiny and involvement from legal community.
20%	**Policy Advisor (E)** Provides critical input in the development, impact and implementation of policies affecting operations and maintaining statewide operational consistency. Ensures practical approaches to implementing enacted legislative and policy changes or procedures for the Driver Safety Branch. Acts as policy advisor, representing the department during legislative hearings and other public policy forums. Ensures policies and procedures will meet any potential increased public scrutiny and involvement from the legal community.
15%	**Program Oversight (E)** Oversees the expanded customer service role for the Driver Safety Program throughout the region. Oversees the development and maintenance of optimal community relations for the department, proactively networking and establishing effective relationships with community-based organizations, private industry, law enforcement agencies, and special interest groups. May serve as the divisional representative for business, civic, and community organizations meetings or events. Resolves complex and sensitive conflicts with the public and internal and external stakeholders.
10%	**Supervise (E)** Responsible for regional facility security and oversight, as well as personnel management actions including employer/employee relations, grievance/complaint handling, training, hiring and performance evaluation. Identifies specific training needs related to increased interactions with special interest groups and law enforcement.

Supervision Received: The incumbent reports directly to, and receives administrative direction from the Driver Safety Branch Chief.
Supervision Exercised and Staff Numbers: The incumbent directly supervises one (1) Driver Safety Manager III (DSM III), and one (1) Driver Safety Manager ll (DSM II) who directly supervise subordinate DSM I's, Driver Safety Hearing Officers (DSHOs), Manager l's, Senior Motor Vehicle Technicians (SMVTs), and Motor Vehicle Representatives (MVRs). Directly supervises one (1) Manager I (E48).
Physical Requirements: Will be regularly sitting, accessing a computer and typing. Will be required to traverse about the office for brief periods of time. Will occasionally move and position office related items weighing up to 15 pounds. May infrequently travel for offsite training, presentations, meetings, and management oversight of DS District Offices, which may involve driving and/or flying and overnight stays. May be subject to management rotation at the discretion of upper management.
Special Requirements: Employee Pull Notice (EPN) Program enrollment is required. Possession of a good driver record (as defined in the classification specifications). Must successfully complete the Department of General Services' Defensive Driver Training Course at least once every four (4) years.
Personal Contacts: Will interact with departmental staff, public agencies, and the public by phone, e mail, in-person, teleconference, fax, mail, and through presentations. Interactions may be general, confidential, sensitive, 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