STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

088-8734-001

Division: Policy Division	**Classification Title**: 8734 Manager III DMV
Branch: Registration Policy Branch	**Working Title**: Manager III
Unit: Registration Automation Development	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 088-8734-001	**CBID/Bargaining Unit**: S01
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: 2	**Date Approved**: 08/15/2019

Direction Statement and General Description of Duties: Under the general direction of the Manager IV, the Policy Analyst supports the department's identification card (ID) and non-commercial driver licensing (DL) programs including pre and post-licensing programs such as legal presence, driver licensing actions, financial responsibility, and driver safety program areas. Other programs supported include but are not limited to: Organ and Tissue Donation, Veterans, and the California Strategic Highway Safety Plan. Performs the more complex duties which typically require well-developed technical driver licensing program expertise. The incumbent's duties include, but not limited to the following responsibilities:

Percentage and Essential/Marginal Functions:

40%	**(E)**

	Responsible for VR automated programs related to registration transactions and processes. Responsible for planning, documenting, testing, implementing, and monitoring phases of each automation project related to VR. Serves as a subject matter expert for the VR programs, while working with internal and external customers, such as, Board of Equalization, Bureau of Automotive Repair, Air Resources Board, and various counties and law enforcement agencies, to address VR programing needs. Identifies specific needs for the VR automated programs and takes action to solve VR issues and implement changes.
35%	**(E)** Responsible for analysis and development of business rules and Business Requirement Documents for VR programing changes of a complex nature, which express departmental programming needs clearly and concisely to both internal and external customers. Conducts meetings with internal and external customers to convey, verbal and written, relevant facts, and information regarding VR programing needs. Develops implementation strategies for the more complex automation projects. Organizes and prioritizes workloads to ensure project due dates are met.
20%	**(E)** Analyzes VR records to identify underlying issues and problems and make critical and timely decisions relating to correcting records. Assists internal and external customers with sensitive and confidential program requests. Provides verbal and written information about VR registration programs to internal and external law enforcement customers.
5%	**(M)** Performs other job-related duties as required or assigned.

Supervision Received: The Manager III performs tasks under the administrative direction of the Registration Automation Development Unit Manger V.
Supervision Exercised and Staff Numbers: N/A
Physical Requirements: Work in a climate-controlled office with artificial lights. Will utilize a personal computer, telephone, printer, copier, and fax machine.

Special Requirements: Strong Vehicle Registration Program knowledge, interpersonal skills, and personnel management and leadership skills. Ability to analyze situations accurately and take effective action independently. Excellent written and verbal communication skills.
Personal Contacts: The Manager III has daily contact via telephone, email, and in person with departmental staff, internal and external customers, and other agencies. 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

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Fingerprint/Live Scan: Yes	**Professional License**:
Work Week Group:	**Date Approved**: 08-15-2019

Direction Statement and General Description of Duties:	
Percentage and Essential/Marginal Functions:	
%	

Supervision Received:

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Supervision Exercised and Staff Numbers:
Physical Requirements:
Special Requirements:
Personal Contacts:

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