STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

003-5393-312

Division: Executive Division	**Classification Title**: 5393 Analyst II
Branch: N/A	**Working Title**: Governance and Strategic Planning Analyst
Unit: Office of Organizational Excellence	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 003-5393-312	**CBID/Bargaining Unit**: R01
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**: 11/13/2026

Direction Statement and General Description of Duties: Under the general direction of the Supervisor II of the Office of Organizational Excellence, the Analyst II performs complex, highly visible enterprise strategic planning and governance assignments with department-wide impact. Duties include, but are not limited to:

Percentage and Essential/Marginal Functions:

25%	**(E)** Independently completes a variety of professional/analytical assignments in support of DMV's enterprise governance structure. Responsible for coordination and

	documentation of the Enterprise Governance Council (EGC), Executive Steering Committee (ESC), and all associated advisory groups and committees. Oversees scheduling and agenda planning of meetings, documenting objectives and decisions, and the timely completion of associated departmental reports and presentations.
25%	**(E)** Independently completes a variety of professional/analytical assignments to ensure successful and timely execution of the department's strategic plan activities. Facilitates planning sessions and coordinates with Deputy Directors, Branch Chiefs, and other key stakeholders to establish and monitor plan elements, including Key Performance Indicators (KPIs) and Objectives and Key Results (OKRs). Collects and visualizes performance data, strategies, and accomplishments on a monthly and quarterly basis. Plans and coordinates quarterly strategic plan meeting agendas and topics. Under the leadership of the Supervisor II, contributes to the strategic plan refresh cycle or rewrites of the strategic plan by researching best practices, facilitating meetings and focus groups, drafting language, and coordinating the design, communication, and publication of new plans.
20%	**(E)** Writes and submits award nominations to outside entities of behalf of the department. Maintains an awards calendar and a listing of successful enterprise projects and activities, recommends candidates for consideration, interviews stakeholders, writes and edits submissions, obtains approvals, and ensures nominations are submitted timely.
15%	**(M)** Independently completes a variety of complex analytical assignments, including organizational studies, best practices research, benchmarking studies, program and policy analysis, and legislative analysis. Consults with department management, multidisciplinary levels of staff from throughout the department, customers, and other stakeholders to gather data necessary to complete analytical projects. Independently gathers data, evaluates alternatives, and develops recommendations for management. Utilizes Microsoft Office (Word, Excel, PowerPoint, and PowerBI) and elements such as narratives, statistical analysis, and charts to effectively communicate methodology, findings, and recommendations for management.

10%	**(E)** Independently facilitates meetings, focus groups, and brainstorming sessions. Delivers presentations to internal and external customers. Develops agendas, Microsoft PowerPoint presentations, activities, and content in collaboration with stakeholders.
5%	**(M)** Represents the Enterprise Governance Unit before divisional staff, stakeholders, the executive management team, control agencies, and external stakeholders. Performs other duties as required.

Supervision Received: The Analyst II reports directly to and receives the majority of assignments from the Supervisor II. The Analyst II may also receive direction from the Chief Deputy Director.
Supervision Exercised and Staff Numbers: None
Physical Requirements: Primarily sedentary for an extended period of time. Operates a computer, requires fine hand manipulation and repetitive use of hands. Communicates with internal/external customers via Microsoft Teams, email, and in person. Occasional reaching above shoulder level and occasional bending or stooping.
Special Requirements: Regular and reliable attendance and reporting to work regularly and timely. Strong analytical, time management, written and oral communication skills, and proficiency with the Microsoft Office Suite are required. Ability to multitask, meet deadlines, and work independently and cooperatively with others.
Personal Contacts: Has regular contact with staff, peers, and leadership within DMV, as well as occasional contact with external stakeholders (the public and other CA departments/agencies).

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

Supervision Received:

POSITION DUTY STATEMENT

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

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