STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

003-5402-001

Division: Executive Division	**Classification Title**: 5402 Analyst III
Branch: N/A	**Working Title**: Risk Manager
Unit: Office of Organizational Excellence	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 003-5402-001	**CBID/Bargaining Unit**: E48
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 Supervisor II of the Office of Organizational Excellence, the Analyst III serves as the department's Risk Manager and is responsible for the leadership, governance, and management necessary to identify, evaluate, mitigate, and monitor the department's operational and strategic risk. Duties include but are not limited to:

Percentage and Essential/Marginal Functions:

40%	**(E)** Develops and maintains the department's enterprise risk management framework. Conducts complex risk analyses to identify, assess, and monitor risks. Utilizes DMV risk assessment tools to evaluate impact and probability, developing appropriate risk

	responses. Independently performs risk identification through brainstorming, workshops, assessments, and surveys. Collaborates with cross-functional teams to define and report risks, ensuring alignment with departmental objectives. Ensures the department's risk management policies and practices are fully documented and in compliance with applicable laws, regulations, and state government requirements.
25%	**(E)** Acts as the primary back-up and support to the Continuity Planning Manager. Understands and applies the contents of the Governor's Office of Emergency Services (Cal OES) Continuity Planning Guidance Document. Assists in identifying operational risks, preparing documentation, conducting disaster exercises/drills, developing and facilitating training, and other duties as needed.
15%	**(E)** Prepares reports on the adequacy of the department's internal controls per the State Leadership Accountability Act (SLAA) (Gov. Code §§ 13400-13407). Continuously evaluates and monitors internal controls for effectiveness. Collaborates with divisional leaders to identify and assess risks, conduct analyses, present findings, and draft reports for leadership approval. Ensures timely submission of reports to the Department of Finance, tracks approvals, responds to inquiries, and provides status updates to DMV leadership.
10%	**(E)** Develops written training policies and procedures and conducts informational sessions to educate the department on risk management to create a culture of continuity. Provides training to familiarize leadership with their roles and responsibilities in developing risk statements and plans to accept, mitigate, or eliminate the risk. Continuously seeks opportunities for growth and development through trainings, seminars, and webinars to stay current with standards, industry trends, and incorporates best practices into internal processes, procedures, and guidelines as needed. Conducts individual research on new and emerging trends via intranet, professional associations, journals, and incorporates them when appropriate.
10%	**(M)** Performs other related duties and special projects as required. This may include but is not limited to, writing, editing, designing reports/publications, communications, and training.

Supervision Received: The Analyst III reports directly to and receives the majority of assignments from the Supervisor II. The Analyst III may also receive direction from the Assistant Chief Deputy Director in the Office of the 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 over the telephone, via email and in person. Occasional reaching above shoulder level and occasional bending or stooping.
Special Requirements: The employee should have a well-developed risk management skillset; be familiar with DMV's mission, goals, organizational structure, and major work programs; demonstrate a positive attitude; demonstrate a commitment to conduct business in a professional manner; and demonstrate the ability to interact effectively with executives and other high-level leaders and managers.
Personal Contacts: Has regular contact with staff, peers, and leadership with DMV, as well as occasional contact with external stakeholders (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