STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

401-8728-010

Division: Legal Affairs Division	**Classification Title**: 8728 Driver Safety Manager I
Branch: Driver Safety Branch	**Working Title**: Driver Safety Manager I
Unit: Driver Safety HQTS Sacramento	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 401-8728-010	**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**: Yes
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**:

Direction Statement and General Description of Duties: This position is headquartered at Sacramento Headquarters, but the incumbent will be based out of to the DMV Driver Safety Office location nearest to either Sacramento or Oakland.

Under the general direction of the Driver Safety Manager II, the incumbent is responsible for the following functions. The time spent in any one category may vary with the needs of the Driver Safety Branch.

Percentage and Essential/Marginal Functions:

35%	**Outreach (E)**

	Serve as a facilitator between the general public, law enforcement agencies, medical organizations, educational institutions, attorneys and the Driver Safety Branch. Provide expertise and assist with the development and implementation of an outreach program, visual presentations and other communications designed to inform internal and external stakeholders and the general public about traffic safety related issues and the Driver Safety Program. Coordinate, track and monitor all activities related to community outreach.
20%	**Outreach Training and Material Development (E)** Develops, maintains, and delivers outreach training materials, presentations, informational resources, and other communications for law enforcement agencies and community stakeholders. Coordinates and schedules outreach presentations, seminars, and training activities. Collaborates with Driver Safety management and subject matter experts to ensure materials accurately reflect current statutory and regulatory requirements, departmental policies, procedures, and program changes. Evaluates outreach effectiveness and recommends improvements to training content, delivery methods, and informational resources.
15%	**Communication (E)** Coordinates and monitors statewide liaison and outreach activities, maintains records of presentations and stakeholder contacts, and prepares reports regarding program activities and accomplishments. Develops correspondence, memos, informational notices, and other communications regarding Driver Safety programs and procedures. Coordinates with Driver Safety District Offices, departmental programs, and external stakeholders to address inquiries, resolve operational concerns, and ensure consistent communication of program requirements and changes.
15%	**Procedures and Program Support (M)** Monitors legislative, regulatory, policy, and procedural changes affecting Driver Safety programs and law enforcement reporting requirements. Evaluates recurring operational issues and stakeholder feedback to identify opportunities for program improvements. Assists with the development and revision of Driver Safety policies, procedures, forms, and informational materials related to law enforcement reporting and outreach activities. Participates in departmental and inter agency workgroups, special projects, and initiatives involving traffic safety and Driver Safety programs.
10%	**Technical Support (M)**

	Coordinate, facilitate and implement technical support with Driver Safety driver/attorney and law enforcement portals.
5%	**Other Duties (M)** Performs other job-related duties as required.

Supervision Received: Reports directly to and receives the majority of assignments from the Driver Safety Manager II.
Supervision Exercised and Staff Numbers: None.
Physical Requirements: Exert up to 15 pounds of force occasionally, and a negligible amount of force to move boxes and files. Filing may include lifting above the head or below the waist.
Special Requirements: Employee Pull Notice (EPN) Program enrollment. Possession of a good driver record (as defined in the classification specifications). Completion of Defensive Driver Training as required.
Personal Contacts: The incumbent will interact with departmental staff (managers, coworkers, and staff in other divisions), stakeholders, general public, law enforcement, medical professionals, attorneys verbally and in written correspondence and in-person, as needed. Interactions may be by phone, e-mail and in person, as needed. Additionally, interactions may be general, confidential, sensitive, 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