STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

455-8734-002

Division: Field Operations Division	**Classification Title**: 8734 Manager III DMV
Branch: Region V	**Working Title**: Region Administrative Assistant
Unit: Reg V Assistant Chief/Program Mgr	**Tenure/Timebase**: Permanent Fulltime
Position City: Thousand Oaks	**Position County**: Ventura County
Position Number: 455-8734-002	**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**:

Direction Statement and General Description of Duties: Under the general direction of the Region Administrator, the incumbent is responsible for the following duties:	
Percentage and Essential/Marginal Functions:	
35%	**Daily Supervision (E)** Plans, organizes, directs, and manages the work assignments of regional office staff to ensure that all work is processed in a timely manner. Delegates and controls the work assignments of relief Manager I and Licensing Registration Examiners (LRE) personnel to offices in order to meet operational needs.

25%	**Budgets (E)** Conducts and acts as a lead in regional and divisional projects including analytical studies, IT enhancements, management efforts to improve efficiency. Independently develops and tracks statistical information to improve superior customer service and enhance workload efficiency in field offices. Coordinates and tracks various projects and surveys conducted within the region.
15%	**Administrative (E)** Gathers and evaluates the various workload, staffing, and budget reports in order to make recommendations with regard to hiring needs, and allocation adjustments for the offices within the region. Tracks office and region statistical information for the Region Administrators review.
10%	**Research and Analysis (E)** Monitors the status of worker compensation cases, requests for reasonable accommodation, and return to work issues and makes recommendations to the Region Administrator. Provides support to office managers on the employee discipline process, various bargaining unit contracts and file building for employee development.
10%	**Office Liaison and Security Personnel (E)** Liaison between Headquarters staff and field office managers regarding various Departmental programs, policies and procedures. Communicates information on policies and procedures downward through the region. Investigates escalating complaints and community relations issues to prepare detailed briefings for the Region Administrator and Field Operations Division management.
5%	**Miscellaneous (M)** Prepares preliminary information for office audits and monitors office follow up on items identified by the Region Administrator for correction. Region contact for various field office safety, security, and facility related issues or incidents. Other duties as required.

Supervision Received: The Administrative Assistant performs tasks under general direction of the Regional Administrator.

STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

455-8734-002

Supervision Exercised and Staff Numbers: Direct supervision of the following staff: Manager II: 1, Manager I: 4, Licensing Registration Examiner: 2, Senior Motor Vehicle Representative: 1, Associate Governmental Program Analyst: 1.
Physical Requirements: Works in an office setting, in a cubicle with artificial light. Will be sitting for prolonged periods of time at a computer. Some travel required. May be required to drive a motor vehicle in the conduct of State Business.
Special Requirements: May be required to work after hours based on business needs and workload fluctuations.
Personal Contacts: Will interact with departmental staff as well as the public by email, in person, and mail, as needed. 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