STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

438-8731-013

Division: Field Operations Division	**Classification Title**: 8731 Manager IV DMV
Branch: HQ	**Working Title**: Manager IV, Program Services Unit
Unit: FO General Administration Headquarters	**Tenure/Timebase**: Limited Term Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 438-8731-013	**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: E	**Date Approved**:

Direction Statement and General Description of Duties: Under the direction of the Manager V, Department of Motor Vehicles (DMV), in the Program Services and Policy Unit in the Field Operations Division (FOD), the Manager IV, DMV will supervise and oversee staff who provide program expertise and operational support for the division.

Percentage and Essential/Marginal Functions:

30%	**(E)** Supervises and oversees the work of employees providing program expertise for various staff efforts related to the evaluation and improvement of operations in approximately 173 field offices located statewide. Recruits, interviews, hires, and provides training to

	new staff. Assigns and supervises staff workload and evaluates employee work product, behavior and performance to ensure program goals are met. Mentors staff and provides timely feedback and recognition regarding job performance.
20%	**(E)** Plans, organizes, and implements procedural studies, field trials for new equipment, and other pilot projects related to field operations; evaluates data, draws conclusions, and makes recommendations. Serves as project leader and resolves the more complex or highly sensitive work assignments.
15%	**(E)** Provides oversight of division legislation activities identifying fiscal impact and effect on field office operations. Reviews and analyzes the most difficult and complex legislation.
15%	**(E)** Interprets, applies, and explains to the public, organizations, and other government jurisdictions the provisions of the law and administrative regulations, policies, and procedures concerning registration, ownership of motor vehicles, and the licensing of drivers. Prepares and responds to controlled correspondence and telephone calls from state and other government officials and inquiries received from the public on departmental/divisional policy, procedures, and activities.
15%	**(E)** Maintains unit records and prepares reports, letters, and memoranda related to division operations. Develops and presents oral presentations to management and other entities on program related issues and subjects. Acts as liaison with department Legislative Office, other divisions and agencies, and serves on planning committees and task forces.
5%	**(M)** Performs other related professional assignments consistent with the goals and objectives of the programs to which assigned. Serves as support and back-up to the Manager V, DMV. Performs all other job-related duties as required.

Supervision Received: The Manager IV, DMV, works under the direction of the Manager V, DMV.

Supervision Exercised and Staff Numbers: The Manager IV, DMV is allocated to supervise staff up to the Manager III, DMV level.
Physical Requirements: The incumbent will work in a large office cubicle setting, in a fast-paced environment. Requires daily use of a personal computer and related software applications at a workstation. May be required to sit or stand in a seated position for extended periods of time. Travel may be required.
Special Requirements: Possess previous experience and knowledge regarding the Department of Motor Vehicles policies, procedures, rules, and regulations. Must have demonstrated ability to manage multiple workloads, prioritize tasks, and meet deadlines. Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
Personal Contacts: The Manager IV, DMV has contact with the public, internal and external stakeholders, and departmental employees in person, by telephone, via e-mail, and by mail as needed. The nature of these 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
