



DEPARTMENT OF MOTOR VEHICLES

298-8723-001

POSITION DUTY STATEMENT

<b>Division:</b> Legal Affairs Division	<b>Classification Title:</b> 8723 Driver Safety Manager II
<b>Branch:</b> Driver Safety Branch	<b>Working Title:</b> Driver Safety Manager II
<b>Unit:</b> Driver Safety San Diego	<b>Tenure/Timebase:</b> Permanent Fulltime
<b>Position City:</b> San Diego	<b>Position County:</b> San Diego County
<b>Position Number:</b> 298-8723-001	<b>CBID/Bargaining Unit:</b> S01
<p><b>Conflict of Interest Classification:</b> No</p> <p>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.</p>	
<b>Medical Evaluation:</b> No	<b>Bilingual Language:</b>
<b>Sensitive Position:</b> No	<b>DMV Employee Pull Notice:</b> Yes
<b>Fingerprint/Live Scan:</b> Yes	<b>Professional License:</b> No
<b>Work Week Group:</b> E	<b>Effective Date:</b> 08/16/2024

**Direction Statement and General Description of Duties:** Under the direction of the Region Administrator, the Driver Safety Manager (DSM) II of the San Diego Driver Safety (DS) Office within the DS Branch oversees staff and operations of the San Diego DS Office. The DSM II provides direct supervision to the DSM I and Manager I positions and plans, coordinates, and manages the work and activities of the San Diego DS Office.

**Percentage and Essential/Marginal Functions:**



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30%	<p><b>Management (E)</b></p> <p>Plans, manages, and directs the daily operations of the San Diego DS Office. Ensures due process notices, DS contact scheduling, and post-licensing decisions are completed in a timely manner and is consistent with departmental and DS rules, regulations, policies, and procedures, as well as in compliance with the law and/or legislative mandates. Monitors work production and prepares production reports and other statistics and recommends staffing and workload adjustments to the Regional Administrator as appropriate in order to regularly meet established workload timeframes. Coordinates vacation and work schedules to ensure prompt and high-quality service to the public. Acts as a mediator in situations requiring conflict resolution.</p>
20%	<p><b>Driver Safety Program Oversight (E)</b></p> <p>Oversees the implementation of new DS program policy and procedures in accordance with interpretation, assessment, and changes in laws, statutes and case laws. Tracks documents and information requests pertaining to DS utilizing Microsoft Office and the DS Case Management System. Maintains effective quality control measures to ensure accuracy and timeliness of work. Identifies annual goals and develops plans to meet identified goals. Prepares memos, letters and other documents pertaining to DS work.</p>
15%	<p><b>Evaluating (E)</b></p> <p>Evaluates and coordinates automation needs and planning. Evaluates and recommends adoption or changes in proposed policy and procedure memos. Recommends changes in work methods, work standards and equipment requirements. Performs special projects and task force assignments related to the DS program.</p>
15%	<p><b>Staff Development (E)</b></p> <p>Ensures that staff members have opportunities for development through training, mentoring and clear expectations. Reviews and evaluates performance of managers and staff. Provides coaching and guidance and initiates corrective measures as needed.</p>
10%	<p><b>Representative (E)</b></p> <p>Represents the DS program by establishing and maintaining positive working relationships with all levels of the department. Maintains cooperative relations and communicates with governmental agencies and the public. Acts to resolve customer complaints. Communicates, develops, and maintains cooperative relationships with</p>



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	union representatives to resolve employee complaints and grievances.
10%	<p><b>Miscellaneous (M)</b></p> <p>Maintains program expertise by staying informed of policies, procedures, statutory and regulatory changes to act as a subject matter expert when responding verbally or in writing to questions or requests for information regarding the DS program. Performs other job-related duties as required.</p>

<p><b>Supervision Received:</b> The incumbent reports directly to and receives general direction from the Region Administrator.</p>
<p><b>Supervision Exercised and Staff Numbers:</b> Directly manages two (2) Driver Safety Manager I who is responsible for the direct supervision of the Driver Safety Hearing Officers and Senior Motor Vehicle Technicians. Directly manages one (1) Manager I who is responsible for the direct supervision of the Motor Vehicle Representatives. Indirectly supervises Driver Safety Hearing Officers, Senior Motor Vehicle Technicians, and Motor Vehicle Representatives assigned to the district office.</p>
<p><b>Physical Requirements:</b> Will be regularly sitting, accessing a computer, and typing. Will be required to traverse about the office for brief periods of time. Will occasionally move and position office related items weighing up to 15 pounds.</p>
<p><b>Special Requirements:</b> 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.</p>
<p><b>Personal Contacts:</b> The incumbent will establish contacts with all staff levels of the department, other governmental agencies, local law enforcement agencies, crime laboratories, legal professionals, and other community organizations who have an interest in the department. Interactions may be by phone, e-mail and in person, as needed. Additionally, interactions may be general, confidential, sensitive, or informative.</p>

EMPLOYEE ACKNOWLEDGMENT



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*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