



DEPARTMENT OF MOTOR VEHICLES
POSITION DUTY STATEMENT

200-1728-001

ACTIVE

CURRENT
PROPOSED

Table with 4 columns: 1. DIVISION, 2. REGION OR BRANCH, 3. REPORTING UNIT NAME, 4. POSITION CITY, 5. CLASSIFICATION TITLE, 6. WORKING TITLE, 7. POSITION NUMBER, 8. PREVIOUS POSITION NUMBER, 9. CBID/BARGAINING UNIT, 10. WORK WEEK GROUP, 11. TENURE, 12. TIME BASE.

13. CONFLICT OF INTEREST CLASSIFICATION (GOV. CODE 87300, ET SEQ.)? [] Yes [X] 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.

14. CPC ANALYST APPROVAL I. Collins 15. DATE APPROVED 3/24/2020

Effective on the date indicated, the following duties and responsibilities were assigned to the position identified above.

16. DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES

Under the direction of the Licensing Operations Division Deputy Director, at divisional headquarters, performs responsible secretarial work including, but not limited to the following duties:

17. ESSENTIAL/MARGINAL FUNCTIONS

Relative % of time required
(in descending order)

30% (E) Administrative Assistance
Relieves the Deputy Director of administrative detail. Reviews and screens incoming correspondence including confidential information relative to employer-employee relations routed to the Deputy Director, refers to appropriate division management personnel, or takes action independently;

25% (E) Coordination
Completes a variety of coordination tasks for the Division, working with multiple points of contact, gathering and verifying information, and finalizing written products for review, including but not limited to the following:

Employee Suggestion Program (ESP): Reads suggestions and schedules meetings with LOD management to initiate the discussions regarding viability of ESP suggestions. After management discusses program specific information, legislation, forms, work procedures, and the viability of suggestions, receives notification of how to respond to the employee. Reviews responses from the program to the employees making suggestions, ensuring the program's input is fully expressed in



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accordance with departmental ESP response criteria. Attends quarterly ESP Board meetings to review and approve ESPs that are recommended for adoption.

Manuals: As the divisional coordinator for the Administrative Policy Manual (APM), corresponds with LOD Branch Chiefs to gather and prepare information to submit for inclusion into the APM. Coordinates information required for Transition Binders for ASD, the Director's Office, and the Legislative Office for situations in which these groups need talking points or information updated for Assembly Hearings or new, incoming staff. Coordinates all information to compile into a Transition Binder for newly appointed Deputy Director and Branch Chiefs within LOD.

Divisional Records Retention Schedules: Coordinates all record and retention schedule updates for LOD. Reviews and tracks expiring retention schedules, coordinates updates and changes to retention schedules with the State Records Center, determining divisional space needs with the LOD Branch Chiefs.

15%

(E) Information Sharing and Screening

Receives and screens a variety of visitors and telephone calls. Refers to divisional management for proper action or brings items to the attention of the Deputy Director. Gives out information on established programs and policies when appropriate.

15%

(E) Arrangements and Planning

Arranges appointments and meetings for the Deputy Director and maintains the Deputy Director's calendar; makes travel arrangements and reservations; prepares travel claims. Establishes/maintains all general and confidential records/files including those that contribute significantly to the development of management positions for the Deputy Director's office; relieves Deputy Director of all administrative work flow and coordination of details, prepares and reviews a variety of reports for content and conformance with established divisional policy (e.g., Week Ahead Report, Program Information Report, etc.). Performs a variety of administrative tasks with a minimum of supervision.

10%

(E) Office Assistance

Assists in the installation of new directions and procedures from the Governor's Office, Agency Secretary's Office, and the Director's Office. Provides additional miscellaneous office assistance and filing as directed by executive management. Completes all personnel filing and time reporting functions for the Deputy Director and Staff Services Branch in Oracle, and resolves time card report discrepancies. Oversees the LOD Library and checks divisional materials in and out, and maintains updated check-out logs.

5%

(M) Assists in research on special projects and assignments. Performs other job related duties as required.



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18. SUPERVISION RECEIVED

Receives direction on assignments and tasks from the Deputy Director, Chief of Staff, and the LOD Branch Chiefs.

19. SUPERVISION EXERCISED AND STAFF NUMBERS

N/A

20. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Works in a climate-controlled, office environment with artificial lighting. Must be able to use standard office equipment and type correspondence and use office scheduling software. Must be able to manipulate and move paper documents to complete review and filing tasks.

21. SPECIAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Excellent customer service skills, interpersonal, communication, and organizational skills are desirable, as well as the ability to be detail-oriented in the review of written correspondence, making arrangements, and sharing information.

22. PERSONAL CONTACTS

Establish and maintain constructive working relationships with the public, high-level management, coworkers, and departmental staff.