



POSITION DUTY STATEMENT

Division: Legal Affairs Division	Classification Title: 8723 Driver Safety Manager II
Branch: Driver Safety Branch	Working Title: Office Manager
Unit: Driver Safety Sacramento	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 285-8723-001	CBID/Bargaining Unit: S01
<p>Conflict of Interest Classification: Yes</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>	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: Yes
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: E	Effective Date: 04/21/2022

Direction Statement and General Description of Duties: Under the direction of the Region Administrator, the Office Manager of the Sacramento Driver Safety (DS) Office within the DS Branch oversees staff and operations of the Sacramento 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 Sacramento DS Office.

Percentage and Essential/Marginal Functions:

30%	<p>Management (E)</p> <p>Plans, manages and directs the daily operations of the Sacramento DS Office. Directly manages two DSM Is who are responsible for the supervision of DS Hearing Officers and</p>
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	<p>Senior Motor Vehicle Technicians. Directly manages a Manager I who is responsible for the supervision of Motor Vehicle Representatives. 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 DS Assistant Division Chief/Program Manager 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>Driver Safety Program Oversight (E)</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 database. 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.</p>
15%	<p>Staff Development (E)</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>
15%	<p>Evaluating (E)</p> <p>Evaluates/coordinates automation needs and planning. Evaluates and recommends adoption or changes in proposed policy/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>
10%	<p>Representation (E)</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 union representatives to resolve employee complaints and grievances.</p>
10%	<p>Miscellaneous (M)</p>



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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.

Supervision Received: The incumbent reports directly to, and receive general direction from the Region Administrator.

Supervision Exercised and Staff Numbers: - Directly manages two Driver Safety Manager I's responsible for the direct supervision of the Driver Safety Hearing Officers and Senior Motor Vehicle Technicians. - Directly manages a 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.

Physical Requirements: Working Conditions Works in a climate-controlled office environment in an office. Works under artificial lighting, with exposure to computer screens and other basic office equipment. Works in a fast-paced environment with constantly changing priorities

Special Requirements: Special Requirements: Employee Pull Notice (EPN) Program enrollment is required. Possession of a good driver record (as defined in the classification specifications).

Personal Contacts: Will interact with departmental staff, public agencies, and the public by phone, e-mail, in-person, fax, mail, and through presentations. Interactions may be general, confidential, sensitive, technical 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
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