



DEPARTMENT OF MOTOR VEHICLES

401-8723-009

POSITION DUTY STATEMENT

Division: Legal Affairs Division	Classification Title: 8723 Driver Safety Manager II
Branch: Driver Safety Branch	Working Title: Driver Safety Manager II
Unit: Driver Safety HQTS Sacramento	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 401-8723-009	CBID/Bargaining Unit: S01
<p>Conflict of Interest Classification: 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>	
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: 01/03/2025

<p>Direction Statement and General Description of Duties: Under the general direction of the Region Administrator, the Driver Safety Manager (DSM) II oversees staff and operations of the Driver Safety Actions and Services unit, including the processing of Negligent Operators, driver certificate refusals, junior permits, fatal accident involvement, and commercial driver medicals. The DSM II provides direct supervision to a DSM I and Manager I and plans, coordinates, and manages the work and activities of Driver Safety Hearing Officers, Senior Motor Vehicle Technicians and Motor Vehicle Representatives. The incumbent's duties include, but are not limited to the following responsibilities:</p>	
<p>Percentage and Essential/Marginal Functions:</p>	
40%	Management (E)



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	<p>Plans, manages, and directs the daily operations of the Driver Safety Actions and Services unit. Directly supervises a Driver Safety Manager I (DSM I) who is responsible for the Driver Safety Actions unit functions, including supervision of Driver Safety Hearing Officers, Senior Motor Vehicle Technicians, and Motor Vehicle Representatives. Directly supervises a Manager I, who is responsible for the Driver Safety Services unit functions, including supervision of Senior Motor Vehicle Technicians and Motor Vehicle Representatives. Ensures all work is completed in a timely manner and is consistent with departmental and Driver Safety rules, regulations, policies and procedures, as well as in compliance with the law and/or legislative mandates.</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>Develops and maintains performance accountability of all Driver Safety Actions and Services staff. Ensures that staff members have opportunities for development and enhancement of skills 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>Evaluating (E)</p> <p>Evaluates, prepares and manages an operational plan for the Driver Safety Actions and Services Unit. 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>



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5%	<p>Miscellaneous (M)</p> <p>Works with the Driver Safety Training and Procedures unit and assists in the development of procedures when appropriate. Contributes to the branch’s ongoing quality assurance efforts. Maintains program expertise by staying informed of policy, procedural, statutory and regulatory changes in order to act as a resource when responding to questions or requests for information regarding the Driver Safety program. Performs other job-related duties as required.</p>
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<p>Supervision Received: The incumbent reports directly to and receives general direction from the Region Administrator.</p>
<p>Supervision Exercised and Staff Numbers: Directly manages one Driver Safety Manager I who is responsible for the direct supervision of the Driver Safety Hearing Officers, Senior Motor Vehicle Technicians and Motor Vehicle Representatives. Directly manages a Manager I who is responsible for the direct supervision of the Senior Motor Vehicle Technicians and Motor Vehicle Representatives.</p>
<p>Physical Requirements: 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. May infrequently travel for offsite training, presentations, meetings, and management rotation which may involve overnight stays and/or driving. May be subject to management rotation at the discretion of upper management.</p>
<p>Special Requirements: Employee Pull Notice (EPN) Program enrollment is required. Possession of a good driver record (as defined in the classification specifications).</p>
<p>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.</p>

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.)



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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