



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 Branch Chief	<b>Tenure/Timebase:</b> Permanent Fulltime
<b>Position City:</b> Sacramento	<b>Position County:</b> Sacramento County
<b>Position Number:</b> 404-8723-001	<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> Unknown
<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> 02/11/2025

<p><b>Direction Statement and General Description of Duties:</b> Under the direction of the Driver Safety (DS) Branch Chief, this position will provide support to the Branch Chief with modernization/technology advancements. The incumbent will serve in a lead capacity and coordinate with DS Office/Unit Managers, Region Administrators, and stakeholders to ensure effective implementation of technology activities and ensure consistency and effectiveness of the DS Branch operations, and fulfill the following responsibilities:</p>	
<p><b>Percentage and Essential/Marginal Functions:</b></p>	
30%	<b>Project Oversight (E)</b>



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	<p>Act as project lead to assist the DS Branch Chief with oversight of multiple modernization/technology projects, such as Salesforce Case Management System (CMS), ABBYY, driver/attorney/law enforcement portal, Genetic Clearance Evidence Locker, Alfresco Enterprise Content Management, AWS phone system. Coordinate with DS Office Managers and Region Administrators to ensure the completion of projects. Attend meetings related to modernization projects and advise the Branch Chief on identification of issues and follow-ups on action items and due dates. Serve as a representative for projects and task forces. Report on the implementation of technology advancements and critical defects projects and track progress.</p>
25%	<p><b>Technical Support (E)</b></p> <p>Assist the DS Branch Chief with oversight and implementation of new DS program policy and procedures in accordance with interpretation, assessment, and changes in statutes, and case laws. Evaluate and recommend adoption or changes in proposed policy and procedure memos. Track, document, and coordinate information requests pertaining to DS. Maintain effective quality control measures to ensure accuracy and timeliness of work. Evaluate and coordinate automation needs branch wide.</p>
20%	<p><b>Communication and Public Relations (E)</b></p> <p>Serve a resource and/or provide responses to DS Managers/Region Administrators, the public, other government agencies, law enforcement, legal and medical professionals, community organizations and internal/external stakeholders relating to DS technology projects/activities.</p>
10%	<p><b>Representative (E)</b></p> <p>Represent the DS program by establishing and maintaining positive working relationships with all levels of the department and stakeholders. Maintain cooperative relations and communicates with governmental agencies and the public. Act to resolve customer complaints. Assist the DS Branch Chief with outreach efforts.</p>
10%	<p><b>Change Management (M)</b></p> <p>Assist Branch Chief with change management processes such as engaging with the DS management team and stakeholders and tracking, reporting, and evaluating metrics pertaining to new technology.</p>
5%	<p><b>Miscellaneous (M)</b></p> <p>Perform other job-related duties as required.</p>



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<b>Supervision Received:</b> The incumbent reports directly to and receives general direction from the Driver Safety Branch Chief.
<b>Supervision Exercised and Staff Numbers:</b> None.
<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.
<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.
<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.

**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*



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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE