

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV39509
Job Class Code:	010	Salary Schedule:	ASRRMVD
EEO Category:	01	Grade:	21
Workers Comp Code:	7720		

Job Code Established:	10/13/92	Effective Date:	
Job Code Revised:	03/24/95	Effective Date:	

JOB CODE SERIES: Motor Vehicle Safety Series

JOB CODE TITLE: MVD REGIONAL MANAGER

HRIS TITLE: MVD REGL MGR

CHARACTERISTICS OF THE CLASS: Under the general direction from a Motor Vehicle Program Administrator. Has the authority to deviate from standard procedures within the region managed; establish budget priorities; hire or promote personnel within the region; recommend transfer, demotion and discipline of personnel within the region. Manages, through subordinate supervisors, major motor vehicle programs relating to driver's licenses, titles and registration, ports of entry, field enforcement, permits, and motor carrier tax revenue in one of three geographic regions of the state. Work product consists of effective public service management programs planned and implemented; budget request submitted; operations expenditures approved; trained and motivated staff. Responsible for planning and managing all resources and services within the assigned region; the quality and integrity of budgets and operational costs; cost effective operations, high quality public service and motivated staff.

EXAMPLES OF DUTIES: Directs, instructs, and counsels subordinate supervisors carrying out tasks requiring considerable judgment or creative effort. Resolves problems and questions presented by subordinate supervisors within the assigned region. Confers with field services administrator concerning work or work system; gives information and advice; receives instruction and guidance. Writes policy and operating procedures for assigned region, subject to guidelines and regulations set forth by superior and by laws and regulations. Visits and inspects work in progress; instructs, directs, and advises subordinate supervisors and others, as appropriate. Develops timetables, schedules, and/or agenda for achievement of motor vehicle division objectives, development of programs, or completion of projects. Develops the annual budget request for assigned region; reviews drafts, makes adjustments and decisions. Composes correspondence dealing with subject matter in ways that call for considerable discretion, judgment and negotiation authority, replying to inquiries, presenting or requesting information. Writes detailed reports summarizing evidence presented at the formal hearings and formulating and justifying decisions and recommendations for action to be taken. Writes draft legislation on behalf of, or in support of, program development. Reviews proposed legislation to determine impact on division's services, budget program, or operation. Conducts and leads meetings of local government officials to instruct and inform them in matters relating to state and local activities, policies and programs. Testifies before legislative committees and sub-committees in defense of the division's budget. Performs related work as required.

WORK CONDITIONS: Requires considerable travel and manages various shifts and work units within region.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles and techniques of management, budget and fiscal control, and supervision; laws, regulations, rules, titles, policies and procedures governing Motor Vehicle Division operation in the

region managed; practices, processes, methods, systems, and procedures used within the region managed; personnel laws, practices, policies and procedures; motor carrier/medical laws.

Skill/Ability to: applying management, supervision and fiscal control techniques; developing the abilities of subordinates; analyzing organizational problems and needs; oral and written communications and public speaking; interpersonal relations.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:

- Two years experience in Arizona State Service as a Motor Vehicle Customer Service Supervisor; OR
- four years experience managing, through subordinate supervisors, a motor vehicle, regulatory or public service program.
- A Bachelor's or Master's degree in business or public administration or related curriculum, may substitute for two or three years of the required work experience, respectively.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

SPECIAL SELECTION FACTORS:

Some positions may require Arizona Peace Officer Standards and Training Board (AZPOST) certification. A current Arizona driver's license appropriate to the assignment is required at time of appointment.