



Manager 2

Exam Code: 6PB42

Department: Department of Motor Vehicles

Exam Type: Departmental, Promotional

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Manager 2, Department of Motor Vehicles – \$5,082.00 - \$6,365.00 per month.

View the [Manager 2, Department of Motor Vehicles classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

This is a Departmental Promotional examination for the DMV. Applicants must:

1. Be a current DMV employee in a permanent position (California Code of Regulations [CCR] Section 234); or
2. Have had a permanent appointment with the DMV with no subsequent break in service by resignation, non-disability retirement, or removal for cause (CCR Section 234); or
3. Be on temporary assignment or loan to the DMV under CCR Section 438 and have permanent civil service status in another agency (CCR Section 234); or
4. Be a current employee in a government agency or subdivision for the State of California who previously held a position with DMV within the past three (3) years, had promotional eligibility for the Manager I, DMV examination, has not attained permanent status in the new agency, and has had no subsequent break in state service by resignation, nondisability retirement, or removal for cause (CCR Section 235); or
5. Be a former DMV employee who has moved to another agency without a break in service, who otherwise had eligibility for the Manager I, DMV promotional

examination, and (a) has not attained permanent status in the new agency, (b) is under an exempt appointment and has not lost the right of return to civil service status under California Government Code (GC) Section 19141, or (c) is under a training assignment conforming to the provisions of GC Section 19050.8, or (d) is under a Career Executive Assignment (CCR Section 235); or

6. Be a person who is on a leave of absence or whose name appears on a reemployment list who immediately preceding leave of absence or layoff had appropriate civil service status for the examination (CCR Section 235.2).
7. Be a current or former employee of the State of California Legislature who held the position for two (2) or more consecutive years (GC Section 18990); or
8. Be a current or former employee of the State of California Executive Branch who held the position for two (2) or more consecutive years (GC Section 18992); or
9. Be retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty (GC Section 18991).

Once you have taken this examination, you may not retake it for **six (6)** months.

How To Apply:

Pursuant to the California Code of Regulations (CCR), Section 174, applications for this online examination must be submitted online only.

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Manager 2, Department of Motor Vehicles

Either 1

One year of experience in the Department of Motor Vehicles performing the duties of a class with a level of responsibility equivalent to that obtained in the class of [Manager 1, Department of Motor Vehicles](#).

Or 2

Two years of experience in the Department of Motor Vehicles performing the duties of a class with a level of responsibility equivalent to that obtained in the class of [Supervising Motor Vehicle Representative](#).

Or 3

Four years of [experience](#) in work requiring a knowledge of the regulations of the State of California governing the registering of motor vehicles or the licensing of drivers, at least one year of which must have been in a managerial or supervisory position. (Experience in California state service applied toward the managerial or supervisory requirement must have been in a class with a level of responsibility not less than that of Manager 1, Department of Motor Vehicles. College education may be substituted for two years of general, nonsupervisory experience on the basis of one year of education for six months of experience.)

POSITION DESCRIPTION

Manager 2, Department of Motor Vehicles

Incumbents either (1) serve as a manager responsible for vehicle registration, driver licensing, and administrative activities of a small field office; or (2) serve as operations officer of a larger field office; or (3) in a staff or specialized headquarters assignment, perform technical or managerial duties comparable in difficulty to the other assignments at this classification level.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Provisions of the California Vehicle Code and related laws and regulations with particular reference to sections relating to the registration and ownership of vehicles and licensing of drivers.
2. Organization, functions, policies and procedures of the Department of Motor Vehicles.
3. Office management principles, methods and equipment.
4. Principles of effective supervision.
5. Accepted methods of handling and accounting for money received.
6. The Department's Affirmative Action Program objectives.
7. A manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to:

1. Analyze situations accurately and take effective action.
2. Gather and analyze data.
3. Speak effectively.
4. Prepare clear and concise reports.
5. Establish and maintain friendly and effective working relationships with applicants, licensees, and others contacted in the work.
6. Read and write at a level appropriate to the classification.
7. Plan, organize and direct the work of others.
8. Effectively contribute to the Department's affirmative action objectives.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Manager 2, Department of Motor Vehicles** classification will be established for:

Department of Motor Vehicles

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

IMPORTANT: Please be advised that your results from this examination may only be valid for a limited period. The Department of Motor Vehicles may release a new Manager 2, Department of Motor Vehicles examination in 2023. Should this occur, the current Manager 2, Department of Motor Vehicles eligible list will be abolished. Therefore, if you take this examination now and receive a passing score, granting you list eligibility, you will only retain that eligibility until a new Manager 2, Department of Motor Vehicles examination is administered.

Veterans' Preference is **not** granted for promotional examinations.

Career Credits will **not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview of the Manager 2, Department of Motor Vehicles Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the [Manager 2, Department of Motor Vehicles examination.](#)

TESTING DEPARTMENTS

Department of Motor Vehicles

CONTACT INFORMATION

If you have any **technical** questions concerning this examination bulletin, please contact:

Department of Motor Vehicles
Talent Assessment Unit
P.O. Box 932315, MS E678
Sacramento, CA 94232-3150

Phone: (916) 657-7553
Email: DMV_Exams@dmv.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the deaf or hard of hearing, and is reachable only from phones equipped with a TTY Device.

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You will be provided with your examination score and employment inquiry notices using electronic communication unless you specifically request communication by postal mail.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5)

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departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.