



Classification: Driver Examiner Chief (Driver and Vehicle Safety Division)

Title Code: V07600

Pay Range: 24

POSITION SUMMARY: This position is responsible for providing oversight and administration of the driver examination statewide program. This position is also responsible for assisting in statewide Commercial Driver License (CDL) and Auditing oversight duties as needed. An employee in this position performs a variety of administrative responsibilities; to include, training, reviewing and analyzing staff and field operations, developing and recommending work standards and procedures, observing program operations, inspecting equipment and facilities, making staff studies, preparing reports, maintaining good public relations, and acting as a liaison with other agencies. The employee interacts daily with state examiners, third party testers and the public reference all facets of the examination process and must maintain expertise in all testing regulations. Statewide travel is required. An employee in this class has considerable latitude for exercising independent judgment in providing functional supervision of the driver examination program and reports to the Driver and Vehicle Safety Division Assistant Director.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Provides field oversight by reviewing Driver Condition Reports, Driver Information Reports (SHP-232), audit reports, expense reports, and other documents submitted by Auditors, Examiners, Troopers, and government agencies to ensure accuracy, completeness, clarity and legibility.

Assists in conducting surveys, studies, and analysis of all phases of the driver examination program, including operational procedures, forms, equipment, communications, etc.

Procures equipment and supplies necessary for administering driver examination programs.

Assists in directing the development and maintenance of centralized files containing master procedure manuals and forms, federal and state publication manuals, programs and directives, laws, rules and regulations, administrative orders, department directives, organizational charts, training materials, examinations and materials relative to the Driver and Vehicle Safety Division's Driver Examination Section.

Prepares reports of all statewide examinations.

Assists in investigating, researching, and answering inquiries or complaints from staff and field personnel, governmental agencies, and the public.

Provides training and keeps field personnel informed of laws, rules, and regulations related to the driver examination program.

Provides oversight, coordination, and management of the Field Training Program under the direction of the Assistant Director, which includes full review of training reports from the field.

Performs audits and evaluations of state examiners and third-party testers to ensure regulation compliance.

Inspects CDL testing sites and equipment to ensure regulation compliance.

Monitors, manages, and completes reporting requirements for grants awarded to the division.

Assists in coordinating the driver examination committee in making recommendations regarding driver examination procedures.

Attends meetings and training for program development, both in-state and out of state as required by the Division Director.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Extensive knowledge of the methods and procedures used in administering driver license examinations.

Extensive knowledge of the laws, rules, and regulations pertaining to examinations for motor vehicle operators and the commercial driver license program.

Extensive knowledge of the Patrol's policies, procedures, rules, and regulations.

Extensive knowledge of the principles of administration, supervision, leadership and training.

Must possess excellent customer service skills.

Must be skilled in operating a Class B or higher CDL vehicle.

Must demonstrate skills in working closely with others as a cooperative team and display team leadership.

Ability to use organizational and analytical skills to evaluate facts and figures to determine fundamental causes and symptoms of operational and organizational weakness.

Ability to conduct CDL and driver license examinations in accordance with prescribed regulations and procedures.

Ability to work in an environment that involves hazards or discomforts such as working outdoors in inclement weather for extended periods of time.

Ability to communicate thoughts and concepts orally and in writing via memos, reports, group discussions, or presentations with Patrol staff, troop personnel, or the public.

Ability to effectively plan, organize, train and direct the work of designated employees.

Ability to maintain complex records and files.

Ability to provide own transportation to and from various locations statewide.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and the State of Missouri statutes, to include any Patrol assigned vehicle with the responsibility for its upkeep and basic maintenance.

Ability to operate examination and office equipment in relation to job duties.

Ability to verbally answer inquiries and explain testing procedures to troop personnel and the public.

Ability to lift and carry at least fifty pounds (testing equipment and materials).

Ability to work in a fast-paced environment and work under pressure.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess at least four years experience as a Driver Examiner with the Missouri State Highway Patrol, with a minimum of one year as a Driver Examiner Supervisor or CDL Examiner Auditor.

Promotions will be based on service time in the Driver and Vehicle Safety Division's Driver Examination Section and the ability to proficiently perform the duties of the position. The employee must serve at least twelve months in a classification before being considered for a promotion.

NECESSARY SPECIAL REQUIREMENTS: Have not been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude

Must be at least twenty-one years of age.

Must have successfully completed a job-related examination specified by the Director of the Driver Examination Division.

Must possess or obtain and maintain a valid class B or higher commercial driver license (CDL) with passenger and school bus endorsements with no CDL restrictions within 12 months of appointment.

Must successfully complete the Commercial Driver License (CDL) Examiner Training Course as soon as practicable.

Must successfully complete Police Instructor School within 12 months of appointment.

Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.