

**DESCRIPTION:** Under supervision from Division Administrator, oversees the Commercial Drivers License program. Performs related work as required.

**DESTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below)

This is the second full performance classification level of the Motor Vehicle Program Manager class series. Positions at this level are distinguished by their focus on Federal laws, mandates, and rules; for example the CDL program.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Serves as the subject matter expert for the federally mandated Nebraska Commercial Driver's License (CDL) Program, providing guidance and direction to all divisional managers and staff in regard to CDL legislation, rules and regulation, as well as policies and procedures.

Read and interpret federal legislation and promulgated federal rules related to the CDL Program, and recommend policy or statutory changes needed to comply with federal laws.

Conduct extensive research to answer questions and determine how best to implement federally mandated CDL initiatives.

Determine implementation strategies for federal and state legislation related to the CDL Program.

Work with the DMV computer programmer, training coordinator, motor vehicle program manager and administrator to develop and implement system changes to the CDL Program.

Act as a liaison to Nebraska third party testers and examiners and oversee the Nebraska third party CDL Program.

Serve as a liaison to federal representatives for federal CDL compliance reviews, responsible for preparing compliance review responses/updates via the Federal Motor Carrier Safety Administration database and participate in the review with the compliance team.

Research CDL federal grant availability, create grant requests, write progress reports, requests for change of scope and extensions, close out reports for CDL grants and submit via the federal electronic grant system.

Update the Nebraska Manual for Commercial Driver's Licensing and other CDL informational publications, draft press releases, add CDL information to DMV website, etc. related to the CDL Program.

Represent the Agency at various national and state conferences, seminars and meetings to present CDL information as needed.

MOTOR VEHICLE PROGRAM MANAGER II (continued)

**FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: departmental and federal policies, rules and regulations related to the CDL Program; plans and compacts governing division functions; contract agreements; budget planning.

Ability to: plan, organize, direct and review the work of a large staff; develop and implement policies and procedures; analyze the nature and scope of problems and recommend solutions; plan, assign and review the work of subordinate staff.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, public administration, or a related field AND two years experience in the development of operational policies and procedures, interpreting federal and state laws, or grant writing. Experience may substitute for education on a year for year basis.