

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Driver License Examiner

SERIES NUMBER.:

2433

MAJOR AGENCIES:

Public Safety Only

EFFECTIVE:

09/17/2017

SERIES PURPOSE:

The purpose of the driver license examiner occupation is to administer & score written, oral, interpreter, video, vision, & special BMV ordered examinations for all types of licenses & to conduct driving skills &/or maneuverability examinations for assigned categories of licenses.

At the lowest level, incumbents determine legality to issue license, administer & score written, oral, interpreter, video, vision, & special BMV ordered examinations for all types of licenses & conduct vehicle inspection & driving skills &/or maneuverability examinations for all types of licenses, except for commercial driver license.

At the middle levels, incumbents either act as lead workers over driver license testing facility personnel (i.e., driver license examiners), or conduct onsite visitations in order to monitor & evaluate & provide training, technical assistance & direction to third party Commercial Driver License (CDL) sites.

At the highest levels, incumbents oversee activities & supervise driver license examiners in assigned station(s) or supervise driver license station supervisors &/or driver license examiners in all driver license testing facilities in an assigned district respectively.

JOB TITLE

Driver License Examiner 1

JOB CODE

24331

PAY GRADE

28

EFFECTIVE

09/17/2017

CLASS CONCEPT:

The full performance level class works under general supervision & requires working knowledge of laws & signs applicable for operation of motorized vehicles & Bureau of Motor Vehicles' policies & procedures governing testing for & issuing of licenses in order to determine legality to issue licenses, administer & score written, oral, interpreter, video, vision, & special BMV ordered examinations for all types of licenses & conduct vehicle inspection, & driving skills & maneuverability examinations for all types of licenses, except for commercial driver license.

JOB TITLE

CDL Field Representative

JOB CODE

24332

PAY GRADE

29

EFFECTIVE

09/17/2017

CLASS CONCEPT:

The advanced level class works under general direction & requires considerable knowledge of laws, rules, & procedures governing CDL testing operations in order to conduct onsite visitation, necessary to monitor, provide training & evaluate third party CDL testing sites.

JOB TITLE

Driver License Examiner 2 (Lead Worker)

JOB CODE

24333

PAY GRADE

29

EFFECTIVE

12/23/2007

CLASS CONCEPT:

The advanced level class works under general direction & requires considerable knowledge of laws & signs applicable for operation of motorized vehicles & Bureau of Motor Vehicles' policies & procedures governing testing for & issuing of licenses in order to act as lead worker (i.e., direct routine activities of employees assigned to facility; maintain work schedule & ensure employees are present; reassign employees when needed to handle station's work load) over driver license examiners &/or clerical employees at one or multiple driver examining stations & directs all routine operations of station during business hours.

JOB TITLE

Driver License Station Supervisor

JOB CODE

24335

PAY GRADE

10

EFFECTIVE

09/17/2017

CLASS CONCEPT:

The first supervisory level class works under general direction & requires thorough knowledge of laws & signs applicable for operation of motorized vehicles & Bureau of Motor Vehicles' policies & procedures governing testing for & issuing of licenses in order to supervise driver license examiners &/or support personnel at one or multiple driver license examining station(s) & oversee daily operations & training of new personnel.

JOB TITLE

Driver License Examining Supervisor

JOB CODE

24336

PAY GRADE

11

EFFECTIVE

09/17/2017

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of policy & procedures regarding vehicle operation licensing examination in order to supervise driver license station supervisors &/or driver license examiners & oversee operations of all driver license examining stations in assigned district.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Driver License Examiner 1	24331	07	09/17/2017	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

As prescribed by driver license examiner manual, conducts vehicle inspections & conducts & scores driving skills &/or maneuverability examinations as assigned (e.g., moped, motorcycle, all class licenses, bioptic telescopic comprehensive skills) to determine pass/failure of applicant, except for commercial driver license.

Administers & scores written, oral, interpreter, video, vision, & special BMV ordered examinations for all types of licenses, issues medical papers to applicants who fail vision examinations & tests/screens applicants for physical disabilities/medical problems & determines which, if any, restrictions should be placed on applicant's license due to medical/disabling condition.

Performs desk duties (e.g., provides general information concerning licensing & examination procedures & determines legality of issuing licenses; evaluates applicant information for all types of driver licenses; operates computer to schedule appointments & conduct national driver register inquiries; compiles/ completes & submits all required records & reports; orders needed supplies & equipment).

Performs all routine operations of one or multi-person examining station as assigned (e.g., prepares, checks & submits all station reports; checks uniforms for cleanliness & repair & informs supervisor of needed repairs; periodically checks tests routes to ensure correct tests are administered & maneuverability test sites meet standards; checks testing forms for uniformity of grading; periodically reviews manuals to update/ensure they are current; periodically checks station's files for accuracy & disposes of outdated reports/materials; apprises supervisor of employees reporting off duty; ensures examining station is kept clean & presentable; opens & closes office & ensures examination papers are secure; checks test appointment schedules to ensure fairness & maximum number of assignments have been made; resolves disputes between applicants/public & station employees).

Keeps abreast of changes in motor vehicle laws & division policies & procedures; assists in training new clerical &/or driver license examiner personnel; determines when driving skills & maneuverability examinations should be cancelled due to weather conditions; sets up & tears down & maintains maneuverability examination sites; maintains office & facility site (e.g., dusts; cleans windows inside & outside; vacuums; mops floors; sweeps/ shovels sidewalks); maintains cleanliness of state-owned vehicle & reports needed maintenance.

MAJOR WORKER CHARACTERISTICS:

Knowledge of laws & signs applicable for operation of motorized vehicles & Bureau of Motor Vehicles' policies & procedures governing testing for & issuing of driver licenses*; human/public relations; interviewing*; driver education & safety. Skill in operation of all types of motorized vehicles for which examinations are conducted; operation of computer, vision machine & other office & testing equipment*. Ability to read, write & speak English; calculate fractions, decimals & percentages; administer & score examinations in accordance to prescribed guidelines; handle routine telephone & in-person contact with applicants, public & other government representatives & resolve controversy with fairness; demonstrate agility to conduct vehicle inspections, strength to lift/move equipment to set up, tear down & maintain maneuverability test sites & dexterity in use of hands, arms, legs & feet to operate all types of motor vehicles for which examinations are given.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes calculating fractions, decimals & percentages & in reading, writing & speaking English; 1 course or 3 mos. exp. in human/public relations; successful completion of driver education & safety course &/or defensive driving course, instructor training course, driver license examiner course or any other related driver training course; valid Ohio Class 'D' Driver License; must be 21 years of age per Section 4507.05 (A) (2) (B).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain valid Ohio Class 'D' Driver License.

UNUSUAL WORKING CONDITIONS:

Required to ride in automobiles with inexperienced drivers; exposed to dust, dirt & exhaust fumes; exposed to weather conditions when working outside; required to travel from one examination facility to another as assigned; must provide own transportation; may be required to work flexible hours.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
CDL Field Representative	24332	07	09/17/2017	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Monitors & evaluates third party CDL testing locations by conducting onsite visitation (e.g. verifies testing sites' policies & procedures are consistent with Federal Motor Carrier Safety Act (FMCSA) standards, Ohio Revised Code (ORC) &/or Ohio Administrative Code (OAC), verifies credentials & insurance coverage, conducts ride-along with the third party examiners to ensure CDL testing is being administered in compliance with applicable federal &/or state procedures & statutes (e.g. verifies accuracy of scoring sheets, observes applicants, measures dimensions of lot using measuring devices to determine compliance with FMCSA standards)) & prepare detailed report summarizing finding & recommends corrective action as needed & keeps abreast of changes in motor vehicle laws & division policies & procedures; assists in training new third party examiners & conducts technical & instructional training.

As prescribed by commercial driver license examiner manual, conducts & scores commercial driver license skills & maneuverability examination (e.g., selects types of commercial driver license examination by identifying/verifying classification & endorsement of vehicle to be driven & cargo to be hauled; administers pre-trip inspection to determine whether applicant knows vehicle is safe to drive; administers basic control skills test to evaluate applicant's basic skill in controlling vehicle & judging its position in relation to other objects & road test to evaluate applicant's ability to drive safely in most on-road situations; scores examination which determines pass/failure of applicant for commercial driver license; sets up & maintains maneuverability course to include accurate measurements for different types of basic skills testing & marking boundaries; assists in designing & testing routes for road tests).

Administers & scores written, oral, interpreter, video, vision, & special BMV ordered examinations for all types of licenses, issues medical papers to applicants who fail vision examinations & tests/screens applicants for physical disabilities/medical problems & determines which, if any, restrictions should be placed on applicant's license due to medical/disabling condition.

As prescribed by driver license examiner manual, conducts vehicle inspections & conducts & scores driving skills &/or maneuverability examinations as assigned (e.g., moped, motorcycle, all class licenses, bioptic telescopic comprehensive skills) to determine pass/failure of applicant.

Performs desk duties (e.g., provides specific information concerning licensing & examination procedures & determines legality of issuing licenses; evaluates applicant information for all types of driver licenses; operates computer to schedule appointments & conducts national driver register inquiries & requests CDL related forms; compiles/completes & submits all required records & reports; orders needed supplies & equipment).

Performs all routine operations of one or multi-person examining station as assigned (e.g., prepares, checks & submits all station reports; checks uniforms for cleanliness & repair & informs supervisor of needed repairs; periodically checks test routes to ensure correct tests are administered & maneuverability test sites meets standards; checks testing forms for uniformity of grading; periodically reviews manuals to update/ensure they are current; periodically checks station files for accuracy & disposes of outdated reports/ materials; apprises supervisor of employees reporting off duty; ensures examination station is kept clean & presentable; opens & closes office & ensures examination papers are secure; checks test appointment schedules to ensure fairness & maximum number of assignments have been made; resolves disputes between applicants/public & station employees).

Determines when driving skills & maneuverability examinations should be cancelled due to weather conditions; sets up, tears down & maintains maneuverability examination sites; maintains office & facility site (e.g., dusts; cleans windows inside & outside; vacuums; mops floors; sweeps/shovels sidewalks); maintains cleanliness of state owned vehicles & reports needed maintenance.

MAJOR WORKER CHARACTERISTICS:

Knowledge of human/public relations; interviewing*; laws & signs applicable for operation of motorized vehicles & Bureau of Motor Vehicles' policies & procedures governing testing for & issuing of driver licenses & commercial driver licenses; driver education & safety. Skill in operation of all types of commercial vehicles with all endorsements & other types of motorized vehicles; operation of fax machine, NDR computer, vision machine, roll-a-tape, stop-watch, office computer & other office equipment*. Ability to read, write & speak English; calculate fractions, decimals & percentages; set up, administer & score examinations in accordance to prescribed guidelines; handle routine telephone & in-person contact with public, representatives of third party test sites, driving schools & other government agencies & resolve controversies with fairness; demonstrate agility to conduct pre-trip inspections, strength to lift/move equipment to set up & maintain

basic control skills test site & dexterity in use of hands, arms, legs & feet to operate all types of motor vehicles for which examinations are administered & test drive routes.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes calculating fractions, decimals & percentages & in reading, writing & speaking English; 1 course or 3 mos. exp. in human/public relations; 6 mos. trg. or 6 mos. exp. in operation of a personal computer; 1 course or 3 mos. exp. in typing or word processing; successful completion of driver education & safety course &/or defensive driving course, instructor training course, driver license examiner course or any other related driver training course; valid Class "A" Commercial Driver License with all CDL endorsements per Section 4506.12 of revised code except hazardous material requirement.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must maintain valid Class "A" Commercial Driver License with all CDL endorsements as required by state law, except hazardous material requirement.

UNUSUAL WORKING CONDITIONS:

Required to ride in automobiles & commercial vehicles with inexperienced drivers; exposed to dust, dirt & exhaust fumes; exposed to weather conditions when working outside; required to travel from one examination facility to another if assigned; may be required to work flexible hours.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Driver License Examiner 2 (Lead Worker)	24333	07	12/23/2007	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Acts as lead worker (i.e., directs routine activities of employees assigned to facility; maintains work schedules & ensures employees are present; reassigns employees when needed to handle station's work load; trains employees) over driver license examiners &/or clerical employees at one or multiple driver examining stations & directs all routine operations of station during business hours (e.g., checks & submits all station reports; checks uniforms for cleanliness & repair & informs supervisor of needed replacements; periodically checks tests routes to ensure correct tests are administered & maneuverability test sites meet standards; checks testing forms for uniformity of grading; periodically reviews manuals to update/ensure they are current; periodically checks station's files for accuracy & disposes of outdated reports/materials; orders needed supplies & equipment; apprises supervisor of employees reporting off duty; ensures examination station is kept clean & presentable; opens & closes office & ensures examination papers are secure; checks test appointment schedules to ensure fairness & maximum number of assignments have been made; resolves disputes between applicants/public & station employees).

As prescribed by driver license examiner manual, conducts vehicle inspections & conducts & scores driving skills &/or maneuverability examinations as assigned (e.g., moped, motorcycle, all class licenses, bioptic telescopic comprehensive skills) to determine pass/failure of applicant except for commercial driver license.

Administers & scores all written, oral, video, vision, interpreter, & special BMV ordered examinations for all types of licenses, issues medical papers to applicants who fail vision examinations, & tests/screens applicants for physical disabilities/medical conditions & determines which, if any, restrictions should be placed on applicant's license due to medical/disabling condition.

Performs desk duties (e.g., provides general information concerning licensing & examination procedures & determines legality of issuing licenses; evaluates applicant information for all types of driver licenses; operates computer to schedule appointments & conducts national driver register inquiries; compiles/ completes & submits all required records & reports; orders needed supplies & equipment).

MAJOR WORKER CHARACTERISTICS:

Knowledge of laws & signs applicable for operation of motorized vehicles & Bureau Of Motor Vehicles' policies & procedures governing testing for & issuing of driver licenses; human/public relations; interviewing*; driver education & safety; employee training & development*. Skill in operation of all types of motorized vehicles for which examinations are conducted; operation of computer, vision machine & other office & testing equipment*. Ability to read, write & speak English; calculate fractions, decimals & percentages; administer & score examinations in accordance to prescribed guidelines; handle routine telephone & in-person contact with applicants, public & other government representatives & resolve controversy with fairness; demonstrate agility to conduct vehicle inspections, strength to lift/move equipment to set up, tear down & maintain maneuverability test sites & dexterity in use of hands, arms, legs & feet to operate all types of motor vehicles, excluding commercial vehicles, for which examinations are given; establish friendly atmosphere as lead worker.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in arithmetic that includes calculating fractions, decimals & percentages & in reading, writing & speaking English; 24 mos. trg. or 24 mos. exp. in laws & signs applicable for operation of all types of motorized vehicles & Bureau of Motor Vehicles' rules, policies & procedures governing testing for & issuance of licenses; 1 course or 3 mos. exp. in human/public relations; successful completion of driver education & safety course &/or defensive driving course, instructor training course, driver license examiner course or any other related driver training course; valid Ohio Class 'D' Driver License.

-Or 24 mos. exp. as Driver License Examiner 1, 24331; valid Ohio Class 'D' Driver License.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Maintain valid Ohio Class 'D' Driver License.

UNUSUAL WORKING CONDITIONS:

Required to ride in automobiles with inexperienced drivers; exposed to dust, dirt & exhaust fumes; exposed to weather conditions when working outside; required to travel from one examination facility to another if assigned; must provide own transportation.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Driver License Station Supervisor	24335	EX	09/17/2017	10

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises driver license examiners &/or support personnel at one or multiple examining station(s) & oversees daily operations & training of new personnel (e.g., appraises supervisors of activities, problems & needs of examining station & employee progress; investigates complaints & violations of work rules, documents facts related thereto & informs supervisor of findings & recommendations for resolution; coordinates staff training; maintains work schedules; assists in rating employees).

Reviews & maintains all reports, exam files & equipment in examining station; checks test routes periodically & testing forms & rides with examiners to ensure uniformity of grading; reports accidents & incidents; handles customer complaints concerning test results & policies & procedures; recommends changes in policy & procedure manual; conducts seminars for deputy registrar & local police officials.

Performs all duties of subordinate driver license examiners as assigned, including those of CDL Field Representative, 24332 provided employee holds valid Class 'A' Commercial Driver License with all CDL endorsements & evaluating third party CDL provider operations & conducting CDL examinations has been imposed by approved position description.

MAJOR WORKER CHARACTERISTICS:

Knowledge of laws & signs applicable for operation of motorized vehicles & Bureau of Motor Vehicles' policies & procedures governing testing for & issuing of driver licenses; human/public relations; interviewing*; driver education & safety; employee training & development. Skill in operation of all types of motorized vehicles for which examinations are conducted; operation of computer, vision machine & other office & testing equipment*. Ability to calculate fractions, decimals & percentages; read, write & speak English; administer & score examinations in accordance to prescribed guidelines; handle routine telephone & in-person contact with applicants, public & other government representatives & resolve controversy with fairness; demonstrate agility to conduct vehicle inspections, strength to lift/move equipment to set up, tear down & maintain maneuverability test sites & dexterity in use of hands, arms, legs & feet to operate all types of motor vehicles, excluding commercial vehicles, for which examinations are given; establish friendly atmosphere as supervisor.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

36 mos. trg. or 36 mos. exp. in laws & signs applicable for operation of motorized vehicles, to include commercial vehicles & Bureau of Motor Vehicles' policies & procedures governing testing for & issuance of driver licenses & commercial vehicle licenses; 1 course or 3 mos. exp. in supervisory principles & techniques or providing work direction & training to other employees; 1 course or 3 mos. exp. in human/public relations; 1 course in driver education & safety &/or defensive driving course, instructor training course, driver license examiner course or any other related driver training course; valid Ohio Class 'D' Driver License.

-Or 12 mos. exp. as Driver License Examiner 2 (Lead Worker), 24332; valid Ohio Class 'D' Driver License.

-Or 12 mos. exp. as CDL Field Representative 24332; 12 mos. exp. in providing work direction & training to other employees; valid Ohio Class 'D' Driver License.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of driver license as required by law.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Driver License Examining Supervisor	24336	EX	09/17/2017	11

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises lower-level license station supervisors &/or driver license examiners, oversees operations of all driver license examining stations within assigned district & all personnel assigned to facilities (e.g., operates motor vehicle to travel to various stations in assigned district on regular basis; makes work assignments & travel schedules; interprets & enforces rules & regulations of testing procedures; reviews & approves driving test routes; interviews driver license examiner applicants; appraises staff of changes in policies & procedures; audits weekly reports to maximize numbers of tests conducted at each facility; inspects operating manuals to ensure they are current; checks equipment & uniforms & re-orders as necessary; routinely inspects all state-owned vehicles assigned to traveling examiners, makes appointments for service & handles all paperwork from garages).

Acts as liaison between exam stations & highway patrol post commanders regarding examining operations in area; assists in development & evaluation of driver license examiner manual; tests procedures & submits required written reports to Bureau of Motor Vehicles Field Operations staff; inspects road & maneuverability courses.

Investigates complaints from general public concerning examination procedures & personnel, evaluates complaints & recommends corrective action & answers correspondence relating to driver license examination processes; rides with driver license examiners periodically to check for scoring uniformity; monitors & provides training to driver license examination staff; personally provides coverage for driver license examiners as necessary in event of emergency &/or sick leave.

MAJOR WORKER CHARACTERISTICS:

Knowledge of state & federal laws, rules & guidelines pertaining to driver license law, examination & testing processes; public relations; interviewing; employee training & development; supervisory principles & techniques. Skill in computer operation. Ability to recognize unusual or threatening conditions & take appropriate action; interpret extensive variety of technical materials in books, journals & manuals; write meaningful, concise & accurate reports; answer routine inquiries from general public; gather, collate & classify information about data, people or things; establish friendly atmosphere as supervisor.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

48 mos. trg. or 48 mos. exp. in laws & signs applicable for operation of all types of motorized vehicles & Bureau of Motor Vehicles rules, policies & procedures governing testing for & issuance of all licenses; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques or as lead worker providing work direction & training to other employees; 1 course in driver education & safety &/or defensive driving course, instructor training course, driver license examiner course or any other related driver training course; valid Ohio Class 'D' Driver License.

-Or 48 mos. trg. or 48 mos. exp. in supervisory principles & techniques or 48 mos. trg. or 48 mos. exp. as lead worker providing work direction & training to other employees; valid driver license.

-Or 24 mos. exp. as Driver License Examiner 2 (Lead Worker), 24332; valid Ohio Class 'D' Driver License.

-Or 24 mos. exp. as CDL Field Representative 24332; 24 mos. trg. or 24 mos. exp. in supervisory principles & techniques or as lead worker providing work direction & training to other employees; valid Ohio Class 'D' Driver License.

-Or 12 mos. exp. as Driver License Station Supervisor, 24335; valid Ohio Class 'D' Driver License.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of driver license as required by law.

UNUSUAL WORKING CONDITIONS:

Not applicable.