

**CLASS TITLE: CHIEF OF MOTOR VEHICLE
OPERATOR CONTROL**

**Class Code: 02751800
Pay Grade: 35A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for reviewing all reports and investigations concerning traffic violations, and violations of other laws enforced by the Division of Motor Vehicles, Department of Administration, in order to determine whether motor vehicle operators' licenses and registrations should be suspended, revoked, or cancelled in accordance to law; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Motor Vehicles Administrator and the Assistant Motor Vehicle Administrator for Safety and Regulations with wide latitude for the exercise of independent judgement.

SUPERVISION EXERCISED: Supervises the work of the Hearing Section and the Record File Section of Operator Control and review the work of all Hearing Officers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for reviewing all state and local police and registry inspectors' reports and investigations concerning traffic violations, or concerning other violations of laws, or concerning other violations of laws enforced by the Motor Vehicles Administrator.

To be responsible for examining and evaluating such reports and investigations in the determination of: suspension, revocation or cancellation of drivers' licenses and registrations, issuance of warning letters to violators, or issuance of appearance notices for warnings on hearings before a Hearing Officer.

To determine the necessity for medical re-examination of drivers reported as mentally or physically unfit to operate a motor vehicle.

To be responsible for the tabulation of records of all convictions and withdrawals of driving privileges

To prepare records and information for the use of the Motor Vehicle Administrator in hearing appeals, and on cases to be reviewed by the Division of Motor Vehicles' Medical Advisory Board.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Rhode Island Motor Vehicle Code and especially the laws relating to the granting, suspension, revoking, and canceling of motor vehicle operator's licenses and registrations; a familiarity with modern developments in highway safety promotion; the ability to analyze and evaluate reports concerning traffic violations and accidents resulting in personal injury or property damage; the ability to make decisions thereon; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing; and

Experience: Such as may have been gained through: employment in a supervisory position involving the conduct of hearings on, or the making of investigations of, traffic violations and motor vehicle accidents resulting in personal injury and property damage and involving the making of recommendations thereon.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 19, 2000

Editorial Review: 3/15/03