

CLASS TITLE:

**CHIEF, DIVISION
OF
SAFETY RESPONSIBILITY**

Class Code: 02527500

Pay Grade: 31A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Under direction of the Registrar of Motor Vehicles, to be responsible for the administration of the R.I. Motor Vehicle Safety Responsibility Act and the promotion of highway safety; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Registrar with whom frequent consultations are held concerning establishment of policies and procedures.

SUPERVISION EXERCISED: Plans, coordinates and supervises all activities related to the development and execution of a program related to the promotion of safety in the operation of motor vehicles.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To direct the work of a staff of the Division of Safety Responsibility engaged in: determining the evaluation of property damage and personal injury costs resulting from motor vehicle accidents and establishing proof of financial responsibility for the future, as provided by the Motor Vehicle Safety Responsibility Act; the keeping and interpreting of all statistics on highway traffic accidents and the compiling of all other statistics required by the Registry of Motor Vehicles; and the general promotion of highway safety.

To determine whether financial responsibility of operators involved in accidents has been satisfied through agreement between parties implicated, court records of satisfied judgements, or settlements of any nature.

To see that bonds or cash, which have been required as security, are deposited with the State Treasurer.

To be responsible for the suspension of licenses and registrations for failure to file security as required by law.

To conduct hearings on appeals from decisions of Evaluators.

To be responsible for all insurance filings required by the Financial Responsibility Act after certain license suspensions due to violations such as: speeding, reckless driving, and drunk driving.

To correspond with attorneys and insurance companies in regard to clients and cases.

To approve or deny a Self Insurer Certificate for self-insurees.

To be responsible for all accounting books and records of this Division posted in the State Treasury.

To approve all Reductions and Security books.

To make up and request legislation to be submitted to the Registrar for this Division.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the provisions of the R.I. Motor Vehicle Safety Responsibility Act and other laws relating to the revocation of licenses and registrations; a familiarity with laws relating to the operation of motor vehicles; the ability to develop and administer a Safety Responsibility Program, involving the determination of property damage and personal injury costs resulting from motor vehicle accidents and the general promotion of highway safety; a working knowledge of bookkeeping and accounting; a familiarity with liability insurance; the ability to maintain cooperative relations with state and local police, other governmental agencies and the public; the ability to develop and maintain a sound public relations program; 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 bookkeeping and/or accounting, in the determination of costs of property and personal injury damages; or employment in a technical supervisory position in the administration of motor vehicle laws.

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

Class Revised: July 14, 2013

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