

Motor Vehicle Division Chief

Office/On-site

Recruitment #240603-5802MP-001

Location Wethersfield, CT

Date Opened 6/6/2024 12:00:00 AM

Salary \$112,649 - \$153,607 annually

Job Type Open to the Public

Close Date 6/14/2024 11:59:00 PM



INTRODUCTION



The State of Connecticut, Department of Motor Vehicles (DMV) is currently accepting applications for a **Motor Vehicle Division Chief**, a law enforcement position, in the Commercial Vehicle Safety Division (CVSD) in Wethersfield, CT.

WHAT WE OFFER

- **Visit our new State Employee Benefits Overview page!**
- The opportunity to work for a Forbes top company: 'Forbes' State of Connecticut Ranked One of the Best Employers of 2023 - State of CT Receives National Recognition for Offering Job Growth, Competitive Benefits, and Flexible Schedule
- Professional growth and development opportunities
- A healthy work/life balance to all employees

POSITION HIGHLIGHTS

- Full time, 40 hours per week
- Monday through Friday
- First shift, 7:00 am to 3:30 pm
- Location: 60 State Street in Wethersfield, CT
- Will include on call responsibilities
- Occasional statewide travel may be required

THE ROLE

The Motor Vehicle Division Chief will oversee approximately 50 positions that are POST-CT certified and assigned to public safety functions including:

- school bus and school bus driver safety inspections;
- commercial motor vehicle traffic enforcement;
- commercial motor vehicle scale operations and hazardous materials inspections;
- fraud investigations, stolen car investigations and recoveries;
- background checks of sworn and civilian DMV staff;
- auto dealer's and motor vehicle related investigations.

In addition, this exciting role will:

- Oversee the International Registration Plan (IRP) Unit, Dealer and Repairer Licensing and the auto dealer Complaint Center.
- Serve on the State Emergency Operations Center (SEOC), agency Incident Management Team (IMT), Agency Transportation Administrator (ATA), Threat Assessment Team (TAT), Agency Security, and serve as Chairman of the Motor Carrier Advisory Council (MCAC) as designated by the DMV Commissioner.
- Oversee statutory requirements including Police Accountability and Accreditation.

ABOUT US

The Commercial Vehicle Safety Division (CVSD) is a law enforcement unit within DMV that is made up of several specialized work units. Our mission is to promote public safety and regulate drivers, their motor vehicles and certain vehicle-related businesses, through the delivery of exceptional customer service to internal and external customers.

SELECTION PLAN

For current state employees, salary calculations are not necessarily comparable from one of the three branches of state government (i.e. Executive, Legislative, Judicial) to the other.

To Apply:

- In order to be considered for this job opening, you must meet the Minimum Qualifications as listed on this job opening. You must specify your qualifications on your application.
- The minimum experience and training requirements must be met by the close date on the job opening, unless otherwise specified.
- Ensure that your application is complete and detailed before submitting it. In order to comply with Public Act 21-69, the State of Connecticut is no longer asking for resumes during the initial application process. You will not be able to make revisions once your application is submitted into the JobAps system.
- Please select all location(s) and shift(s) you are willing to work on your application. Failure to do so may result in not being considered for vacancies in that specific location or shift.
- **In order to receive educational credits toward qualification for this job posting, the institution must be accredited. If the institution of higher learning is located outside of the U.S., you are responsible for providing documentation from a recognized USA accrediting service which specializes in determining foreign education equivalencies to the recruiter listed on this job posting.**
- All application materials must be received by the recruiting agency by the time specified on the job opening for the position for which you are applying. Late applications may not be submitted and will not be considered. Exceptions are rare and limited to documented events that incapacitate a candidate during the entire duration of the job posting time period. It is the candidate's obligation and responsibility to request an exception and provide a legally recognized justification to accommodate such exception. Requests should be made to DAS.SHRM@ct.gov.

FOR ASSISTANCE IN APPLYING:

- Please read or watch our Applicant Tips on How to Apply!

Important Information After You Apply:

- This posting may require completion of additional referral questions (RQs). You can access these RQs via an email that will be sent to you after the posting's closing date or by visiting your JobAps Personal Status Board (Certification Questionnaires section). Your responses to these RQs must be submitted by the questionnaire's expiration date. Please regularly check your email and JobAps Personal Status Board for notifications. Please check your SPAM and/or Junk folders on a daily basis in the event an email provider places auto-notification emails in a user's spam.
- Although applicants will receive correspondence via email, as a backup they are also encouraged to sign on to their Personal Status Board on a daily basis to monitor their status, view all emailed notices and complete tasks required in the recruitment process.
- Note: At any point during the recruitment process, applicants may be required to submit additional documentation which support their qualification(s) for this position. These documents may include: a cover letter, resume, performance reviews, attendance records, supervisory references, licensure, etc., at the discretion of the hiring agency.
- Interviews will be limited to candidates whose experience and training most closely meet the requirements of the position.

- The immediate vacancy is listed above, however, applications to this recruitment may be used for future vacancies in this job class.
- Read through this helpful link to **prepare for your interview**.

Connect With Us:

- Due to the large volume of applications received, we are unable to provide confirmation of receipt or status during the recruitment process. Updates will be available through your JobAps portal account. Should you have any questions pertaining to this recruitment, please contact Jasmyn.Raymond@ct.gov.
- Follow the State of Connecticut on LinkedIn.

PURPOSE OF JOB CLASS (NATURE OF WORK)

In the Department of Motor Vehicles this class is accountable for administering the programs and operations of a division.

EXAMPLES OF DUTIES

- Administers staff and operations of an assigned division;
- Develops, implements and evaluates division policies, goals and objectives;
- Designs and develops division programs and activities;
- Implements new procedures, procedural revisions and regulations;
- Interprets and administers pertinent departmental laws;
- Determines appropriate staffing levels and directs management and coordination of staff;
- Designs and implements performance review standards for division staff;
- Prepares division budget;
- Maintains contacts with individuals within and outside of division who might impact on policy or program activities;
- Represents Commissioner on sensitive division related activities including testimony at legislative hearings;
- Leads the recruitment and hiring of staff, including outreach, interview and selection;
- Performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

- Considerable knowledge of
 - and ability to apply management principles and practices;
 - relevant state and federal laws, statutes and regulations;

- relevant agency policies and procedures;
- Considerable
 - interpersonal skills;
 - oral and written communication skills.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Ten (10) years of professional experience in business, public or law enforcement administration.

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the General Experience must have been in a managerial capacity.

NOTE: Managerial capacity is defined as formulating program goals and objectives, developing and implementing program procedures, initiating program policies and developing and monitoring a budget.

MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (½) year of experience to a maximum of four (4) years for a Bachelor's degree.
- A Master's degree in business administration, public administration or a closely related field may be substituted for one (1) additional year of the General Experience.
- A law degree may be substituted for two (2) additional years of the General Experience.
- For state employees two (2) years of experience at the level of a Motor Vehicle Hub Branch Manager may be substituted for the General and Special Experience.

PREFERRED QUALIFICATIONS

- Currently certified as a Police Officer by Connecticut State Police Officer Standards and Training Council (POST-CT).
- Experience in Police Management with a minimum of 4 years at the rank of Sergeant or higher in State or Local Police Department or Law Enforcement Unit (LEU).
- Experience in CT POST-C Police Accreditation requirements.
- Experience serving on State Emergency Operations Center (SEOC), or agency Incident Management Team (IMT).
- Experience working with State or Federal stakeholders.
- Experience working with businesses regulated by DMV such as motor carriers, school buses and auto dealers.
- Experience in fleet management of police vehicles.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:

**Fill out the
Supplemental
Questionnaire and
Application NOW
using the Internet.**

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