

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6644850

Assistant Director Motor Vehicle Investigations, M-3 6644850
Director, Motor Vehicle Investigations, M-5 6644900

Brief Description of Series

Positions in this class oversee the Department of Motor Vehicle's Division of Field Investigation's activities.

Distinguishing Characteristics

Assistant Director Motor Vehicle Investigations: managerial level; oversees and directs the overall operation of either the Division's Central Office programs or Field Offices; supervises multiple Investigative Specialists 4 (Motor Vehicles).

Director, Motor Vehicle Investigations: managerial level; oversees operation of the Division of Investigations; supervises Assistant Directors, Motor Vehicle Investigations

Illustrative Tasks

Assistant Director Motor Vehicle Investigations

Oversees and directs the overall operation of the unit.

- Coordinates investigative priorities of DFI staff
- Reviews and revises objectives, goals and priorities
- Reviews and reports on audits, staff productivity, and compliance to improve productivity and staff development
- Determines impact of operational procedure changes and initiatives on Division; and keeps the Director apprised of critical issues as they arise
- Supervises, assigns work to and provides extensive staff development training to subordinate staff
- Performs duties of the Director in his/her absence.

Responds to media inquiries.

Collaborates with Director in proposing legislative and regulatory changes and policy recommendations; communicates with members of the legislature.

Collaborates with high-ranking law enforcement officials and prosecutors on development of strategies and policies concerning the establishment of new high-profile programs.

Oversees DFI's participation in seminars with law enforcement agencies to advise them of the Division's investigative activities and procedures and to provide training.

When assigned to Field Offices:

- meets with local, state and federal law enforcement agencies and interacts with the NYS Chiefs Association, NYS Fraternal Order of Police and the State Sheriffs Association
- Co-leads oversight of the agency's research into development of a Mobile ID; participates in the Commissioner's Motor Vehicle License Examiner (MVLE) Safety Task Force
- Conducts seminars with law enforcement agencies to advise them of the Division's investigative activities and procedures and to provide training
- Serves as an agency representative to the American Association of Motor Vehicle Administrators

When assigned to Central Office:

- Coordinates Investigations with the Office of Information Technology Services (OITS) and other Law Enforcement agencies in response to Cyber-attacks on DMV's databases and systems
- Coordinates Investigations of DMV employees engaged in malfeasance, with the NYS Inspector General's Office and assists the Inspector General with investigations of improper DMV data search
- Organizes and coordinates plant facilities to house new programs and ensures that all the necessary tools, hardware and software are acquired prior to the initial hiring of personnel
- Assists the Director in preparing and filing annual reports with the U.S. Department of Justice, the U.S. Treasury Department and the U.S. Attorney for the Northern District regarding the receipt and expenditure of seized assets
- Serves on the Board of Directors or as an advisor to numerous anti car theft and fraud organizations.

Director Motor Vehicle Investigations

Administers and directs the program activities of the Division of Field Investigation (DFI); plans and directs the investigative priorities of staff in all areas where criminal activity is suspected and regularly review objectives, goals and priorities after consultation with executive management

- Reports all major investigative activities to Executive management; advises executive staff of issues, problems and events that affect the department's various program areas; communicates with legislators and prosecuting attorneys regarding a variety of issues and ongoing investigations; counsels and make recommendations to the Commissioner and Executive Deputy Commissioner on organizational changes, fiscal issues, and future directions of all activities relating to the Division of Field Investigations.
- Develops and recommends policy to Executive management on all matters relating to auto, odometer and identity theft, and fraudulent documents.
- Proposes and analyzes proposed and enacted legislation, regulations and policy to determine the impact on agency operations and make policy recommendations to Executive staff.
- Keeps abreast of new developments in investigative techniques and technology in law enforcement by conducting research and reaching out to such diverse sources as the FBI, the Secret Service, the ICE Forensic Lab, the U.S. Dept. of Homeland Security and NYS Homeland Security, the American Motor Vehicle Association, the RCMP, and Scotland Yard. Recommends to executive management the strategic direction that should be taken by the agency regarding investigations and security.
- Oversees budget planning and development for the Division of Field Investigations.
- Oversees auditing, tracking and maintaining bank accounts established specifically for millions of dollars in State and Federal seizures; prepares and files annual reports with the US Department of Justice, the US Treasury Department and the US Attorney for the Northern District regarding the receipt and expenditure of seized assets.
- Reviews the use of Department staff resources regarding requests from outside law enforcement agencies for assistance in numerous types of investigations.
- Participates in the development of the agency's mission, vision, and strategic plans. Develops and shares strategic and tactical plans for the Division of Field Investigations and ensure that the plans are in alignment with agency goals.

Represents the DMV with criminal justice and law enforcement officials and identification experts on all matters having identification implications.

- Represents the agency on the Governor's Fraud ID Task Force, which includes representatives from the Department of Homeland Security, Secret Service, Immigration Customs Enforcement (ICE), Social Security, Inspector General, and various District Attorneys and police agencies around the State.
- Represents the agency at meetings with the heads of various New York State agencies.
- Meets with high-ranking law enforcement officials and prosecutors to develop strategies and policies concerning the establishment of new high profile investigative programs.
- Oversees DFI's participation in seminars with law enforcement agencies throughout the state to advise them of the Division's investigative activities and procedures and to provide training to them.

Plans for and manages security issues and determine strategies for emergency situations to maintain continuity of business operations for the Division of Field Investigations as well as the entire agency and all Motor Vehicle County offices.

Directs the training of staff in all motor vehicle county offices with respect to identifying fraudulent breeder documents and ensure proper security measures are in place with entities that handle motor vehicle documents.

Minimum Qualifications

Assistant Director Motor Vehicle Investigations

Promotion: one year of permanent competitive service as Investigative Specialist 4 (Motor Vehicle).

Director Motor Vehicle Investigations

Promotion: one year of permanent competitive service as Assistant Director Motor Vehicle Investigations.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the

Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 7/2023

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