

Memo to Commission to reclassify the DMV Branch Office Manager position

Following the separation of the Branch Office Manager - MVD, operations have continued under the oversight of the Deputy City Administrator. As part of reviewing the long-term organizational structure, the city evaluated whether a full managerial position is currently necessary or whether a lead-level role better aligns with operational needs.

Based on this review, staff recommends reclassifying the former Manager position to **Title & Registration Coordinator (Grade 13)**, a reduction of two pay grades.

Key Reasons for Reclassification

1. Scope of Authority

The revised Coordinator position does not include authority for hiring, discipline, performance evaluations, budget management, or policy development. These responsibilities remain with the Deputy City Administrator. Without formal supervisory or budget authority, the role does not meet managerial classification standards.

2. Operational Need

The Motor Vehicle Division is a small unit, and centralized oversight by the Deputy City Administrator provides adequate management support. A lead-level position focused on coordination and technical expertise is sufficient to meet current operational demands at this time.

3. Lead vs. Manager Role

The Coordinator role provides:

- Day-to-day workflow coordination
- Advanced technical expertise in titling and registration
- Support for customer service and quality control
- Peer mentoring without supervisory authority

This structure supports continuity of service without duplicating management functions.

4. Internal Equity & Risk Management

Maintaining managerial duties within a lower-graded position would create pay inequities and classification risk. The reclassification ensures consistency with City compensation practices and reduces exposure to misclassification or equity challenges.