



## DRIVER EXAMINATION JOB FAMILY

### CAREER PATH

#### **Program Coordinator**

This position is accountable for providing oversight and administration of the driver examination statewide program. This position is also responsible for assisting in statewide Commercial Driver License (CDL) and auditing oversight duties as needed. Work includes performing a variety of administrative responsibilities to include training, reviewing and analyzing staff and field operations, developing and recommending work standards and procedures, observing program operations, inspecting equipment and facilities, making staff studies, preparing reports, maintaining good public relations, and acting as a liaison with other agencies. The employee interacts daily with state examiners, third party testers and the public reference all facets of the examination process and must maintain expertise in all testing regulations. Statewide travel is required. An employee in this class has considerable latitude for exercising independent judgment in providing functional supervision of the driver examination program and reports to the Division Assistant Director.

#### **Knowledge, Skills, and Abilities**

In addition to those identified in the previous levels within this career path:

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of all assigned areas of driver examination, as well as the laws, principles, and practices as they are related to implementation within the agency.

Working knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the agency's policies, procedures, rules, and regulations in the performance of duties.

Working knowledge of and the ability to demonstrate successful operation and use of designated driver examination equipment, parts, tools, supplies, and associated software systems in the performance of duties.

Working knowledge of and the ability to demonstrate successful use of computer equipment and associated software/databases in the performance of duties.

Knowledge of and the ability to demonstrate understanding and successful use of the principles and practices of project management techniques in the performance of duties.



## **DRIVER EXAMINATION JOB FAMILY**

### **CAREER PATH**

Knowledge of and the ability to demonstrate understanding and successful interpretation, explanation, and application of the principles and practices of supervisory and management techniques in the performance of duties.

Possess and demonstrate successful communication skills in English via all modes of communication.

Ability to demonstrate successful performance and adherence to policy and procedure in the care and maintenance of restricted and confidential information in the performance of duties.

Ability to demonstrate successful performance in the comprehensive analysis and problem solving, as well as in following established protocol for providing court testimony.

Possess and demonstrate the ability to successfully work as a team member and positively interact with a variety of people, as well as work hours as assigned.

Ability to demonstrate successful performance in the engagement, training, mentoring, and supervision of assigned personnel and support staff.

Ability to work under the stress associated with riding on driving tests with new and inexperienced drivers.

Ability to position self and equipment necessary to perform duties.

Ability to read and comprehend written materials, as well as effectively and accurately document examination activities in handwritten reports.

Ability to lift, move, and/or carry 50 pounds.

Ability to work outdoors and in inclement weather

Ability to work long hours while standing.

Ability to operate and maintain a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.



## DRIVER EXAMINATION JOB FAMILY

### CAREER PATH

Ability to demonstrate successful performance and adherence to the rules of conduct for Patrol employees in accordance with General Order 26-02, as well as all other applicable agency policy and procedures.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.)

Ability to perform job-related travel.

Ability to work hours as assigned.

#### **Minimum Requirements:**

The minimum requirements this position are a high school diploma or equivalent and four years Driver Examiner experience, and currently classified as a CDL Examination Auditor, Driver Examiner Supervisor, or higher. An employee serving in one of these roles is eligible for promotion to their next level in rank, up to the rank of Driver Examiner Senior Chief, following one year of documented successful performance at each rank.

Must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

#### **Minimum Requirements specific to the Driver Examination Job Family that may apply and are dependent on assigned areas of responsibility:**

- ❖ Must be at least twenty-one years of age at the time of employment.
- ❖ Must possess and maintain a valid driver license.
- ❖ Per General Order 26-07, uniformed civilian employees will not have tattoos or brands on the head, neck, wrists, or hands. The sole exception is that one traditional band style ring tattoo may be displayed on a single finger. Any such ring tattoo will not extend beyond the proximal phalanx. Tattoos and/or brands on any other part of a member or uniformed civilian's body, which would be visible during movements in the performance of their duties while wearing any official uniform or civilian attire, will be completely covered and not visible while on duty.
- ❖ Shall not have any conviction, indictment or pending litigation for any offense involving moral



## DRIVER EXAMINATION JOB FAMILY

### CAREER PATH

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- ❖ Must be able to successfully complete the Driver Examination Basic School as approved by the Superintendent of the Missouri State Highway Patrol, as soon as scheduling will allow, preferably within 12 months of employment.
- ❖ Commercial Driver License Examiners and Auditors, and Driver Examiners assigned to administer the CDL Skills Test, must successfully complete the Commercial Driver License Examiner Training Course.
- ❖ Driver Examiners assigned to a traveling crew, and Commercial Driver License Examination Auditors, may be required to furnish a vehicle to transport the Examination Team and all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.
- ❖ Must successfully complete, or have completed, the Driver Examiner Field Training Program. (This requirement is waived for individuals employed as a Driver Examiner prior to the implementation of the standardized field training program.)

### Necessary Special Requirements

Documented successful completion of at least 26 hours of professional skill development and leadership training each calendar year.

**Pay grade:** 24, 26, 28

**FLSA Status:** Non-Exempt

**Work Schedule:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.

**Effective:** 02/01/2025

**Reviewed:** 02/01/2025

**Revised:** --