



## DRIVER EXAMINATION JOB FAMILY

### CAREER PATH

Positions in this conduct a variety of driver license examinations to determine the eligibility of individual applicants for licensure, and interacts daily with the public and/or third party testers in administering all facets of the driver examination regulations, policies, and procedures.

#### Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Conducting driver license examinations.
- ❖ Directing, monitoring, and coordinating the activities of assigned personnel.
- ❖ Administering the Driver Examination Program.

The work assigned to positions in this series ranges from receiving on-the-job training to managing staff.

#### Driver Examination Clerk

**Pay grade: 15**

An employee in this position is accountable for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. Decisions are made relative to the passing or failing of applicants based on well-defined guidelines. General supervision is provided by the immediate supervisor.

#### Minimum Requirements:

High school diploma or equivalent.

#### Driver Examiner

**Pay grade: 19**

An employee in this position is accountable for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. The employee interacts with the public on a daily basis, references all facets of the driver examination process, and performs work independently under general supervision.

#### Minimum Requirements:

High school diploma or equivalent.



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#### **Commercial Driver License (CDL) Examiner**

**Pay grade: 23**

This is a specialist position where the employee is accountable for administering the full range of Missouri driver license examinations, to include determining appropriate license categories and ensuring applicant qualifications, etc. At least 75% of this employee's time must be spent conducting more complex Commercial Driver License (CDL) examinations. CDL Examiners must be able to interact with the public during all weather conditions for extended periods of time. Work is performed independently under general supervision.

#### **Minimum Requirements:**

High school diploma or equivalent and six months of work experience.

#### **Commercial Driver License (CDL) Examination Auditor**

**Pay grade: 24**

The Commercial Driver License (CDL) Examination Auditor is a senior level employee accountable for retesting CDL skills tests that are administered by third party testers and for performing audits on third party testers. An employee in this position must spend 75% of their time conducting more complex CDL-related duties. The employee interacts daily with third party testers, the public, and references all facets of the commercial driver's examination process. Work is performed independently under general supervision.

#### **Minimum Requirements:**

High school diploma or equivalent, three years experience as a Driver Examiner with the Missouri State Highway Patrol, and currently be classified as a Driver Examiner or higher.

#### **Driver Examiner Supervisor**

**Pay grade: 24**

This supervisory position is accountable for directing, monitoring, and coordinating the activities of driver license examiners and clerks assigned to a permanent station or traveling team. Duties also include keeping abreast of all laws, rules, regulations, and changes in the Driver Examination Program. The employee is the only authorized individual within the employee's area of supervision to approve driver license applicant identification when the required means of identification is unavailable from the applicant. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee interacts with the public on a daily basis, refer-



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ences all facets of the driver examination process, and exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

#### **Minimum Requirements:**

High school diploma or equivalent, three years experience as a Driver Examiner with the Missouri State Highway Patrol, and currently be classified as a Driver Examiner or higher.

#### **Lead Driver Examiner Supervisor**

**Pay grade: 24**

An employee in this position is accountable for assisting the Driver Examiner Chief with administrative work and the coordination of daily activities of the Driver Examination offices. An employee in this position supports the Driver Examiner Chief, and interacts with coworkers, subordinates, and the public on a daily basis reference all facets of the driver examination program. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee is expected to exercise independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by the immediate supervisor, and is re-viewed for conformance with prescribed policies and procedures.

#### **Minimum Requirements:**

High school diploma or equivalent, four years experience as a Driver Examiner with the Missouri State Highway Patrol (with one year as a CDL Examination Auditor or Driver Examiner Supervisor) and currently be classified as a Driver Examiner or higher.

#### **Driver Examiner Chief (Level 1)**

**Pay grade: 26**

The Driver Examiner Chief is assigned to a troop and is accountable for coordinating and overseeing proper operations of all facets of driver examination across the troop (typically 0-10 employees). The employee may be required to travel from one driver examination site, or Commercial Driver License (CDL) test site to another, as needed within the troop, to provide oversight and/or assist with duties at that location. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the



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knowledge and skills to perform and review the work overseen. The employee must exercise independent judgment and discretion in contacts with others. Work is performed under general administrative direction and is reviewed for conform-ance with prescribed policies and procedures for attainment of objectives.

#### **Minimum Requirements:**

High school diploma or equivalent, four years experience as a Driver Examiner with the Missouri State Highway Patrol (with one year as a CDL Examination Auditor or Driver Examiner Supervisor) and currently be classified as a Driver Examiner or higher.

#### **Driver Examiner Chief (Level 2)**

**Pay grade: 26**

The Driver Examiner Chief is assigned to a troop and is accountable for coordinating and overseeing proper operations of all facets of driver examination across the troop (typically 11-25 employees). The employee may be required to travel from one driver examination site, or Commercial Driver License (CDL) test site to another, as needed within the troop, to provide oversight and/or assist with duties at that location. Employee supervision includes hire recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee must exercise independent judgment and discretion in contacts with others. Work is performed under general administrative direction and is reviewed for conform-ance with prescribed policies and procedures for attainment of objectives.

#### **Minimum Requirements:**

High school diploma or equivalent, four years experience as a Driver Examiner with the Missouri State Highway Patrol (with one year as a CDL Examination Auditor or Driver Examiner Supervisor) and currently be classified as a Driver Examiner or higher.

#### **Driver Examiner Chief (Level 3)**

**Pay grade: 26**

The Driver Examiner Chief is assigned to a troop and is accountable for coordinating and overseeing proper operations of all facets of driver examination across the troop (typically 26 or more employees). The employee may be required to travel from one driver examination site, or Commercial Driver License (CDL) test site to another, as needed within the troop, to provide oversight and/or assist with duties at that location. Employee supervision includes hire



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recommendations, training, planning and assigning work, performance assessment, coaching, and progressive discipline. Supervision at this level also requires these employees to have the knowledge and skills to perform and review the work overseen. The employee must exercise independent judgment and discretion in contacts with others. Work is performed under general administrative direction and is reviewed for conform-ance with prescribed policies and procedures for attainment of objectives.

#### **Minimum Requirements:**

High school diploma or equivalent, four years experience as a Driver Examiner with the Missouri State Highway Patrol (with one year as a CDL Examination Auditor or Driver Examiner Supervisor) and currently be classified as a Driver Examiner or higher.

#### **Driver Examiner Senior Chief**

**Pay grade: 28**

This is a responsible administrative and managerial position that is accountable for performing a variety of administrative responsibilities, e.g., analyzing staff and field operations, developing and recommending work standards and procedures, making staff studies, preparing reports, maintaining good public relations, and liaison duties with other agencies. Work also includes reviewing and analyzing the work performed by subordinate driver examiners and traveling throughout the state to observe and monitor subordinate employees and inspect equipment and facilities. An employee in this class has considerable latitude for exercising independent judgment in providing functional supervision of the driver examination program.

#### **Minimum Requirements:**

High school diploma or equivalent and five years of experience as a Driver Examiner with the Missouri State Highway Patrol, with one year as a Driver Examiner Chief, and currently be classified as a Driver Examiner or higher.

#### **Division Assistant Director**

**Pay grade: 30**

This is a responsible administrative and managerial position accountable for providing assistance to the Driver and Vehicle Safety Division Director. The employee administers and coordinates the driver examination program statewide including planning, organizing, staffing, and budgeting functions required to effectively manage the driver examination program. The employee also serves as a liaison with a variety of individuals including, but not limited to, Office of Admin-



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istration and Department of Revenue staff, as well as state approved vendors and suppliers. The employee also works closely with the division director in the development of policies and procedures in reference to the driver examination program. General supervision and direction is received from the division director with considerable independent judgment, decision-making, and discretion required.

#### **Minimum Requirements:**

High school diploma or equivalent and four years of experience and a Driver Examiner with the Missouri State Highway Patrol, and currently classified as a Driver Examiner Chief or higher.

### **DRIVER AND VEHICLE SAFETY DIVISION SPECIALTY POSITIONS (GHQ ONLY)**

#### **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.

#### **Trainer/Auditor**

This position is accountable for providing oversight and administration of the Commercial Driver License examination program statewide. The duties include auditing Commercial Driver License (CDL) skills tests administered by state examiners and third-party testers, and for ensuring consistency with test standards. This position is also responsible for assisting in statewide oversight of driver examination administrative duties as needed. The employee interacts with state examiners, third party testers, and the public on a daily basis reference all facets of the CDL examination process and maintains expertise in CDL testing regulations. An employee in this position will



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coordinate, under the direction of the Division Assistant Director, all Driver Examination Division related training programs and the training of Patrol employees in the operation of commercial motor vehicles. Work is performed independently under general supervision.

#### **Minimum Requirements:**

The minimum requirements this type of position, as well as any future specialty positions assigned to DVSD in an DE capacity, 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.

#### **ADDITIONAL INFORMATION**

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees 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:**

- ❖ Driver Examiner Clerks must be at least eighteen years of age at the time of employment.
- ❖ Driver Examiners and above must be at least twenty-one years of age at the time of employment.
- ❖ Must possess and maintain a valid driver license.



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- ❖ 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 turpitude.
- ❖ 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.)

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.





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**Revised:** --