Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Driver & Identification Service Series

Classes in the Series

Class Code	Class Title
06298	Driver & Identification Service Center Associate
06299	Driver & Identification Service Center Specialist
06300	Driver & Identification Service Center Consultant
06302	Driver's License Hearing Officer

Series Concept

This series includes positions directly involved with support work in the operation of a Department of Transportation Driver and Identification Service Center.

Exclusions

The following are excluded from classification within this series:

1. Positions that are assigned full supervisory duties.
2. Positions that are not primarily involved in the daily operation of a Driver and Identification Service Center.

Class Distinctions

Driver & Identification Service Center Associate

Positions at this level perform a variety of entry-level clerical support tasks to ensure that applicants are eligible to apply for and receive the type of vehicle operator's permit requested. Duties include administering and scoring the vision screening and the appropriate written knowledge examinations.

Driver & Identification Service Center Specialist

In addition to the work described above for the Driver & Identification Service Center Associate, positions at this level also administer and score motorcycle skills, automobile, truck, passenger, and commercial driver's license (CDL) pre-trip, skills, and road driving examinations. They also review driving performance with applicants following test drives and administer re-examinations. Positions work with rehabilitation specialists to determine appropriate restrictions and/or special equipment needs for people with disabilities.

Driver & Identification Service Center Consultant

Positions at this level provide general office operational oversight and perform full lead work responsibilities over other service center staff. Positions also respond to media contacts and promote highway safety through public service activities and presentations to schools and civic groups.

Driver's License Hearing Officer

Positions at this level interview people cited under motor vehicle laws. Positions investigate charges and motorists' driving records to determine facts and information prior to consultations and hearings.

Positions conduct quasi-judicial hearings and decide on license suspension, revocation, probation, or other appropriate remedies for violators of motor vehicle laws. Positions also prepare reports containing information obtained during conferences and appeal proceedings to document decisions.

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