

REVIEWING OFFICER 1

GENERAL

Incumbents at this level conduct driver improvement and reinstatement interviews, assess requirements, recommend Show Cause action, and approve and issue permits and driver's licences.

TYPICAL DUTIES

Conducts driver improvement, medical and reinstatement interviews.

Refers serious interview cases for Show Cause action and supplies affidavit setting out reason for referral and suspension recommendations.

Responsible for interviewing physically disabled and/or medically suspended persons and orders a modified driver test where required.

Conducts private interviews on request from records and on special problem cases referred from the Information Counter, police, etc.

Conducts appeal hearings related to a suspension under Section 23:13 of The Highway Traffic Act and makes recommendations to the supervisor.

Receives driver improvement returns and checks driver has complied with the requirements and decides on possible further action.

Answers inquiries from the public, police and staff on matters concerning driver improvement action (Criminal Code and The Highway Traffic Act).

Reviews driver records - makes corrections where required - refers accident reports with recommendations for violation re-assessment.

Required to conduct group information sessions related to driver improvement to selected drivers and interested community groups.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Ability to conduct driver improvement interviews.

Ability to communicate effectively orally and in writing.

Ability to conduct meetings and speak effectively on driver improvement.

Valid driver's licence.

Knowledge of Driver Testing Program including types of tests and testing equipment used.

Knowledge of The Highway Traffic Act and general knowledge of relevant sections of the Criminal Code of Canada and Juvenile Offenders Act.

Education, Training and Experience

Grade XII supplemented by training in interviewing skills or appropriate course in Social Science.

Physical Standard

Physically capable of performing the duties assigned.

REVIEWING OFFICER 2

GENERAL

An incumbent at this level acts as supervisor for the Reviewing Officers 1. Conducts more difficult driver improvement and reinstatement interviews and reviews 6L computer listings. Deals with complaints related to Driver Improvement Section.

OR

An incumbent in this class is responsible for reviewing driver records and conducting suspension hearings to Show Cause as set out in The Highway Traffic Act. The incumbent works with a great deal of independence in the performance of duties within the limits of regulations and departmental policy and procedures. The incumbent is responsible to the Chief Reviewing Officer and serves as a deputy to the Registrar of Motor Vehicles with respect to all powers, duties and functions which the Registrar has under Section 246 and 248 of The Highway Traffic Act.

TYPICAL DUTIES

Supervises work assigned regarding driver improvement, medical and reinstatement interviews.

Conducts driver improvement and medical interviews related to more serious cases.

Conducts private interviews related to problem cases referred by staff.

Conducts appeal hearings related to a suspension under Section 23:13 of The Highway Traffic Act.

Reviews computer listings regarding 6L actions and confirms department action.

Makes decisions on department policies and practices regarding driver improvement in problems of staff interpretation.

Conducts and supervises group information sessions related to driver improvement to selected drivers and interested community groups.

Supervises support training to field staff doing driver improvement interviews, as required.

Compiles statistics for Driver Improvement Section.

Performs other related duties as assigned.

OR

Conducts hearings to Show Cause why driving privileges should not be suspended.

Conducts driver improvement and reinstatement interviews.

Assists in the preparation of correspondence and answers inquiries relating to suspensions.

Reviews computer print-outs of driving records and ascertains action to be taken according to regulations and policy.

Assists in the review of Appeal Board applications to determine opposition by the department.

May represent the department before the Licence Suspension Appeal Board and in Court.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Ability to conduct interviews related to more serious cases.

Ability to conduct driver improvement interviews.

Ability to conduct meetings and speak effectively on driver improvement.

Ability to be effective in driver improvement as related to highway safety and act as part of the management team.

Valid driver's licence.

Knowledge of Driver Testing Program including types of tests and testing equipment used.

Knowledge of The Highway Traffic Act and general knowledge of relevant sections of the Criminal Code and The Juvenile Offenders Act.

Education, Training and Experience

Grade XII supplemented by training in interviewing skills or appropriate course in Social Sciences.

Physical Standard

Physically capable of performing the duties assigned.

REVIEWING OFFICER 3

GENERAL

As a senior Reviewing Officer, the incumbent is responsible for staff supervision, work assignment and review of computerized Driver Records. The incumbent is required to supervise and train Reviewing Officers 2. This level differs from the Reviewing Officer 1 and 2 levels in that the incumbent is required to supervise and make final or more responsible decisions.

An incumbent at this level may be responsible for a specialized program associated with Driver Improvement and Control. Responsibility will include development, administering and maintaining the special program.

TYPICAL DUTIES

Conducts more difficult Show Cause hearings.

Resolves driver improvement control problems referred by staff.

Reviews computer print-outs for driver improvement and control action.

Distributes written submissions and Fail to Appear for 246 H.T.A. action.

Responsible for all correspondence and actions related to alcohol reports and acts as liaison with medical doctor and outside agencies, approves reports and provides support to related alcohol rehabilitation and information program as authorized by the Registrar. This is a potential specialist role.

Assists in setting training programs within section and provides direct assistance as required in training sessions.

May be required to act as liaison between the Systems Department and Driver Improvement and Control to ensure that proper procedures required by Systems are adhered to and to suggest modifications for improvements to computer programs related to Driver Improvement and Control.

Assists in preparing budgets, special reports and research programs when required.

Assists in setting up training programs and packages and assumes direct responsibility for workshops instigated by the section.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of all suspension sections of The Highway Traffic Act.

Knowledge of all offences and penalties related to driving under the Criminal Code of Canada and The Juvenile Offenders Act.

Knowledge of the Driver Testing Program, including types of tests and testing equipment used.

Knowledge of computerized data processing.

Ability to direct and supervise staff.

Ability to conduct meetings and speak effectively on Highway Safety.

Valid driver's licence.

Education, Training and Experience

Grade XII supplemented by training in interviewing skills or appropriate courses in Social Sciences. Two to three years' experience as a Reviewing Officer is preferred.

Physical Standard

Physically capable of performing the duties assigned.

REVIEWING OFFICER 4

GENERAL

The incumbent at this level is the Chief Reviewing Officer responsible to the Deputy Registrar. The major responsibility of the position is to develop, revise and administer the Driver Improvement and Control Program. The incumbent is responsible for the overall supervision and training of Reviewing Officers to ensure that standards are met in Driver Improvement and Driver Control Programs.

TYPICAL DUTIES

Supervises and trains the Reviewing Officers and driver improvement personnel.

Develops and revises the Driver Improvement and Control Program.

Conducts more serious Show Cause hearings.

Represents department before Licence Suspension Appeal Board and in Court.

Authorizes action concerning driver records based on driver history.

Prepares correspondence concerning suspension, driving and registration.

Analyzes serious motor vehicle accidents.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Extensive knowledge of provincial driving laws and of traffic and highway safety practices.

Knowledge of all tests used by the Manitoba Highway Safety Division and all machines used as driver testing equipment.

Ability to supervise and train staff.

Thorough knowledge of offences and penalties related to driving, under the Criminal Code of Canada and The Juvenile Offenders Act.

Thorough knowledge of all suspension sections and sections relating to the rules of the road in The Highway Traffic Act.

Ability to conduct meetings and speak effectively on Highway Safety.

Valid driver's licence.

Education, Training and Experience

Grade XII supplemented with training in law and psychology. Five years' experience as a Reviewing Officer is preferred.

Physical Standard

Physically capable of performing the duties assigned.