



CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

THE STATE OF CALIFORNIA IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE.

THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: California Department of Technology

POSITION TITLE/LEVEL: Deputy Director, Engineering Division, Office of Technology Services, CEA B

SALARY: \$ 8,985 – \$10,703

FINAL FILE DATE: 07/30/2015

TENURE: Permanent Full-Time

POSITION DESCRIPTION:

Under the general direction of the Assistant Director of the Office of Technology Services (OTech), the Deputy Director is responsible for the Engineering Division and participates as a member of the OTech Executive Staff. The Deputy Director's responsibilities include managing the OTech Statewide Information Technology (IT) infrastructure, development and maintenance of high level policy affecting all facets of IT for the State, development and implementation of IT policy governing existing and future IT systems, and establishing Statewide IT standards, security policy implementation and project oversight.

- Directs the planning, development, implementation and maintenance of a comprehensive IT infrastructure that continuously meets customers' dynamic business needs.
- Establishes high-level Statewide and department policies that impact day-to-day IT operations at every level and affect the people of California.
- Advise, communicate and collaborate with the Chief Deputy Director of Operations, OTech Executives, the Governor's Office, Department of Technology Director, customer departments, the federal government and other key stakeholders for implementation of California's IT Strategic Plan.
- Serves as a member of the Executive Staff, participates directly in setting and implementing policies that affect OTech and its customers Statewide.
- Resolve high-level risk and issues associated with IT applications and systems utilizing the State's technology infrastructure.
- Guide and direct the implementation of Statewide enterprise services, such as mainframe processing, relational databases, data storage, Statewide e-mail, server based computing; in support of the Statewide IT Strategic Plan.
- Meet with customers to establish business requirements and initiate project planning.
- Provide Division mission and goals and attains both by developing project management methodologies.
- Advise the Executive Staff and customers on all distributed systems solutions for customers' business needs.
- Forge strong partnerships with customers to understand their business objectives and the impact on the OTech IT infrastructure.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

Applicants must demonstrate the ability to effectively perform high administrative and policy-influencing functions effectively. The required knowledge and abilities are expected to be obtained from experience in State service, other government settings or in a private organization. Such experience may have been paid or volunteer and must include broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. Overall ability requires possession of most of the following more specific knowledge and abilities:

A. REQUIRED KNOWLEDGE:

1. Knowledge of the organization of the California State Government including the organization and functions of the Legislature and the Executive Branch;
2. Knowledge of principles, practices, and trends of public administration, organization, and management;
3. Knowledge of facilitation and negotiation techniques to promote collaboration amongst diverse groups.
4. Knowledge of the methods of administrative problem solving;
5. Principles and practices of policy formulation and development; and personnel management techniques.
6. Knowledge of the department's Equal Employment Opportunity Program objectives; and manager's role in the Equal Employment Opportunity Program.
7. Knowledge of current technology, including the business needs of stakeholders and their organization, political, administrative and fiscal environments to understand potential impacts of issues and parameters of solutions.
8. Best practices in IT projects and support services and knowledge of typical risk areas in project life cycle to bring quality approaches to the most vulnerable project tasks.
9. Comprehensive understanding of state administrative policies, strategic and operations planning, and best management practices.
10. Knowledge of project and state contract management practices.
11. Knowledge of state budget processes.
12. Knowledge of state and federal control agency requirements for project approval and oversight.

13. Knowledge of the Information Technology Infrastructure Library (ITIL).
14. Knowledge of Organizational Change Management.

B. REQUIRED ABILITIES:

1. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff;
2. Ability to analyze administrative policies, organization, procedures and practices;
3. Ability to integrate the activities of a diverse program to attain common goals;
4. Ability to gain the confidence and support of top level administrators and advise them on a wide range of administrative matters;
5. Ability to develop cooperative working relations with representatives of all levels of government, the public, and the Legislative and Executive Branches;
6. Ability to analyze complex problems and recommend an effective course of action; and prepare and review reports;
7. Ability to effectively contribute to the department's Equal Employment Opportunity objectives. .

SPECIAL PERSONAL CHARACTERISTICS

- Creativity and Innovation – Apply new ways of thinking, ability to solve problems, create new ideas, and develop new approaches to optimize the organization and management of IT programs. Survey the landscape and recommend/develop new services that help customers meet their business needs.
- Teamwork – Cooperate to achieve the California Department of Technology's mission, goals and values, and encourage a diversity of opinions. Ability to facilitate cross-agency collaboration activities. Ability to build and manage high-level teams.
- Communication – Ability to interact and communicate effectively with executive management at the State level, as well as various private and public organizations. Ability to interact in a diplomatic, tactful and effective manner with all levels of staff. Ability to negotiate win-win solutions in difficult and challenging situations. Ability to speak and write clearly, and effectively.

DESIRABLE QUALIFICATIONS

In addition to the above, the following experience factors will be considered in competitively evaluating each candidate:

1. Well-developed interpersonal skills and the ability to communicate effectively, both verbally and in writing.
2. Experience in obtaining buy-in and providing leadership to a large group of multi-disciplinary team members that do not report directly to the incumbent.
3. Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and Federal initiatives and programs.
4. Ability to anticipate and manage complex issues affecting many organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
5. Proven track record of gaining the confidence and trust of individuals in key positions in the Office's customer base.
6. Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for products approvals.
7. Ability to develop/obtain consensus on policy direction that will ensure continuation of the development portion of projects and help ensure successful completion.

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EXAMINATION INFORMATION – STATEMENT OF QUALIFICATIONS

This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Candidates will be screened on the basis of their background and demonstrated management experience as detailed in the Statement of Qualifications. The Statement of Qualifications may be the only basis for determining your final score and rank on the eligible list.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of their examination results. In order to be successful in this examination a minimum rating of 70 percent must be attained. The results of this exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled.

FILING INSTRUCTIONS

- A Standard original State application (Form 678)
- A "Statement of Qualifications" **not to exceed two pages** and **no smaller than 10 point font**. This "Statement of Qualifications" is a narrative discussion of the candidate's education and experience that would qualify them for the Deputy Director, Engineering Division, Office of Technology Services position.

Each candidate's Statement of Qualifications **must clearly and concisely identify experience in the 3 categories listed below and must be in the following order:**

1. Policy Influence Experience

Describe the type of Policy Influence Experience you possess and how that experience will further the objectives and goals of the Engineering Division.

2. Strategic and/or Tactical Planning Experience

Describe the type of Strategic and/or Tactical Plans you have developed or implemented and your primary role and responsibility.

3. Organizational Change Management

Describe your experience addressing Organizational Change and what techniques you used.

The "Statement of Qualifications" must include a brief description of one or two key accomplishments in the past 12 months.

(Note: A résumé does not serve as a Statement of Qualifications.)

Candidates who do not follow the filing instructions will be disqualified from the examination.

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California Department of Technology
Deputy Director, Engineering Division,
Office of Technology Services, CEA B

The application and "Statement of Qualifications" are to be submitted to:

California Department of Technology
Human Resources Branch
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Tammy Ervin

Questions regarding this examination should be directed to: Tammy Ervin at (916) 431-4062 or e-mail
Tammy.Ervin@state.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
California Relay (telephone) Service for the Deaf or Hearing impaired From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922