Appendix G

Template—Technical Competencies Required by Position

Instructions for completing Appendix G

As a reference, please refer to the completed sample: Appendix H

About the Technical Competencies Required by Position Template
The Technical Competencies Required by Position template provides you with a method to identify potential candidates that demonstrate the needed technical competencies for a key position. Technical Competencies include; Manage Technical Operations, IT Governance, Project Management, IT Policy, and IT Consultation.

Complete the following:

1. Enter the title of the position.

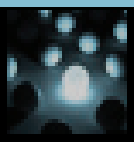
2. Under "Technical Competencies" enter the competency description for each technical competency listed. You may change/add a technical competency to the list based on the competencies needed for the position. Refer to the completed sample Appendix H as needed.

3. Enter the name of the potential candidate(s) for each management competency listed.

Technical Competencies by Position (Template)

Title of Position:

Technical Competencies	Potential Candidates
Manage Technical Operations:	
IT Governance:	
Project Management:	
IT Policy:	
IT Consultation:	



Appendix H

Sample—Technical Competencies Required by Position

Title of Position: Chief, Technology Services and Support Division
Information Technology Services Branch
CalPERS

Key Position	Technical Competencies	Potential Candidates
Division Chief/TSSD	**Manage Technical Operations:** Minimum of two (2) years planning, organizing and directing the following: ➢ Application Development and Support (including enterprise-wide development) or ➢ Fully-functioning Data Center Minimum of accumulation of five (5) years planning, organizing, and directing the following: ➢ e-Services ➢ Application Architecture ➢ Production Operations ➢ Infrastructure Support ➢ Database Administration ➢ Customer Support Center	
	IT Governance: Supports CalPERS IT governance model and performs the IT Executive Committee member roles/responsibilities described in the model for this position or performs equivalent IT governance roles/responsibilities outside of CalPERS.	
	Project Management: Minimum of four (4) years of broad and extensive project experience; at least two (2) years of said experience must have been directly managing large projects defined as: ➢ $5 million budget ➢ 13 month duration ➢ 15 project staff	
	IT Policy: Minimum of five (5) years experience in broad authority for developing, recommending and implementing IT policies with significant impact on programs. ➢ Development of policies and implementation of IT strategies related to new projects, application enhancements, replacement of development languages and tools, hardware, systems software, local and wide area networks and data/voice communications. ➢ Establish and implement application development and support policies and standards, infrastructure policies and standards, technology purchases and operations. ➢ Establish policy direction on issues impacting the delivery of information technology services with major focus on e-government initiatives.	
	IT Consultation: Minimum of five (5) years experience providing IT consultation and advice to high-level program managers and Executive Staff. This includes serving as a member on technical advisory committees.	

Sample