STATE OF CALIFORNIA
Governor
Edmund G. Brown Jr.

CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

CALIFORNIA STATE GOVERNMENT – AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR 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: Executive Projects Director, Statewide Project Management Office, CEA C

SALARY: $ 9,735 - $ 12,500* "Final salary will be commensurate with candidate's experience and pending Control Agency approval"

FINAL FILE DATE: **January 30, 2015**

POSITION DESCRIPTION:

Under the general direction of the Chief Deputy Director of Operations, the Executive Projects Director is responsible for the Statewide Project Management Office (PMO) and is a member of the California Department of Technology's executive staff. The Executive Projects Director is responsible for improving the efficiency and effectiveness of California state government's management of Information Technology (IT) projects, and improving the overall success of the State's IT projects.

Responsibilities include:

- Develop, implement and maintain statewide project management policy, methodology and standards to strengthen project management and improve delivery of state services.
- Develop strategic and tactical planning documents in support of statewide project management.
- Serves as member of the department's Executive Staff and a strategic executive on the State Technology Approval Reform (STAR) Project.
- Provides strategic direction and governance for the development or replacement of IT systems.
- Works collaboratively with project sponsors, customer department executives, Agency Information Officers (AIOs), Chief Information Officers (CIOs), and Department of Technology's leadership to ensure projects are moving towards their desired outcomes through agile, cost-effective, innovative, reliable, and secure technology.

MINIMUM QUALIFICATIONS
Applicants must meet the following minimum qualifications:

Either I

Must be a 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 18991.

Applicants must demonstrate the ability to effectively perform high administrative and policy-influencing functions effectively. The required knowledge and ability is 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 a manager's role in the Equal Employment Opportunity Program;
7. Knowledge of Information Technology Best Practices including trends, and directions related to hardware, software and services.
8. Knowledge of current IT workforce demographics, including the technology needs of stakeholders and their organization, as well as political, administrative and fiscal environments in order to understand the potential impact of issues and parameters of solutions;

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 programs 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 services and programs. Survey the landscape and recommend/develop new services that help customers meet their business needs.

- Teamwork – Advocate and promote 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.

- Continuous Improvement – Focuses on continuous improvement and high personal accountability. Provides leadership that assures his/her management team and staff maintains this focus as well.

- 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. Extensive experience managing large scale, complex projects that have statewide impact.
2. Extensive experience managing large scale, complex projects that have statewide impact.
3. Knowledge of organization and functions of California State government, including the organization and practices of Control Agencies, Legislature and the Executive Branch.
4. Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Technology effectively with the Administration, control agencies, Legislature, key customers, stakeholders and internal staff.
5. 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.
6. Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
7. 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.
8. Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.
9. Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for product approvals.
10. Ability to develop/obtain consensus on policy direction that will ensure continuation of the development portion of projects and help ensure successful completion.

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)
- Prepare a "Statement of Qualifications" **not to exceed two pages** and **no smaller than 12 point font.** This "Statement of Qualifications" is a narrative discussion of the candidate's education and experience that would qualify them for this Executive Projects Director, Statewide Project Management Office, CEA C position.

Each candidate's Statement of Qualifications must clearly and concisely identify experience in the following 3 categories and delineate responses in direct alignment with these 3 categories:

1. **Management of Statewide Large Scale and Complex Projects**
   Describe the type of Statewide Large Scale and Complex Project experience you possess and how that experience will help you as the Executive Projects Director for the California Department of Technology.
2. **Strategic and/or Tactical Planning Experience**
   Describe the type of Strategic and/or Tactical Planning Experience you have developed or implemented and your primary role and responsibility as it relates to this position.
3. **Development of Statewide Policies and IT Standards**
   Describe the type of statewide policies and IT standards you have been involved in coordinating with state, federal and local entities in implementing IT initiatives and policies.

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

Note: A resume does not serve as a Statement of Qualifications.
Candidates who do not follow the filing instructions will be disqualified from the examination.

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

California Department of Technology
Human Resources Branch, Selection Services
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