



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, Office of Technology Services

POSITION TITLE/LEVEL: Deputy Director, CalCloud Services Division, CEA B

SALARY: \$ 8,985 - \$10,703

FINAL FILE DATE: Postmarked by July 8, 2016

POSITION DESCRIPTION:

Under the general direction of the Assistant Chief, Office of Technology Services, the Deputy Director, CalCloud Services Division, CEA will be responsible for sensitive policy development impacting the way departments utilize and manage IT infrastructure and cloud services statewide, including implementing the policies and methodologies necessary for successful IT architecture management, successful hosting solutions and successful outcomes for departments and their customers in this arena. IT infrastructure and cloud services underlie all computer systems deployment for state government, which is in turn the standard method by which state government delivers services to constituents, and meets their program mandates.

The CalCloud Services Division CEA will be the principle policymaker over the following areas, and these policy responsibilities will have statewide impact in several program areas:

- IT Security – IT Security Policy for CalCloud services must be set in accordance with statewide policy and at the same time will require updates and changes to statewide policy.
- CalCloud Procurement, Contracts and Rates – Procurement policy will require adaptation in order to implement the necessary public-private partnerships inherent in the delivery of CalCloud Services. This program element will develop and implement the contracts, the appropriate sourcing model (e.g., in house, vendor provided, public/private partnership, etc.) and the associated rates to customers.
- VHSS Expansion – New procurement and security policies and standards are required to expand the fledgling program element of Vendor Hosted Subscription Service (VHSS), which is highly desired by public State entities.
- Technology Roadmap – Responsible for implementing technology and architectural standards and policy for all aspects of CalCloud program elements. The CEA will partner with the State's Enterprise Architect to maintain a collaborative Enterprise Architecture Board comprised of State customer entities, to ensure customer-focused governance for CalCloud Services technology policy.
- Adoption and Capacity Planning – Through policy development and implementation, the CEA will define the process and mechanisms that enable increased adoption of Cloud technologies by State departments implementing IT Projects.

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in civil service.

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

A. REQUIRED KNOWLEDGE:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch;
2. Knowledge of principles, practices, and trends of public administration, organization, and management;
3. Knowledge of the techniques of organizing and motivating groups;
4. Knowledge of program development and evaluation;
5. Knowledge of methods of administrative problem solving;
6. Principles and practices of policy formulation and development and personnel management techniques;
7. Knowledge of the Department's Equal Employment Opportunity Program objectives and a manager's role in the Equal Employment Opportunity Program;
8. Knowledge of Information Technology Best Practices including trends, and directions related to hardware, software and services.

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. Knowledge of organization and functions of California State government, including the organization and practices of Control Agencies, Legislature and the Executive Branch.
3. 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 project staff.
4. 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.
5. Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
6. Ability to anticipate and manage complex issues affecting many organizations, including the ability to integrate all aspects of a strategy to assure resolution of issues.
7. Proven track record of gaining the confidence and trust of individuals in key positions in the project management arena.
8. Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for product approvals.
9. Ability to develop/obtain consensus on project direction that will ensure continuation of the development portion of the project 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)
- Submit a resume not to exceed **two pages and no smaller than 12 point font.**
- 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 Deputy Director, CalCloud Services Division, CEA B 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. Statewide IT architecture policy, governance and standards**
Describe the type of Statewide IT architecture policy, governance and standards experience you possess and how that experience will help you as the Deputy Director, CalCloud Services Division, CEA B.
- 2. Management of politically and publicly sensitive projects**
Describe your role and responsibilities in working on politically and publicly sensitive projects and initiatives requiring written and verbal coordination and communication with Federal and State oversight entities, Legislative Staff, Governor’s office representatives, program stakeholders, community interest groups, and the public.
- 3. Organizational Change Management and Business Process Reengineering Experience**
Describe Organizational Change Management and Business Process Reengineering programs or processes you have developed or implemented and your primary role and responsibility as it relates to this experience.

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 by mail and postmarked **no later than July 8, 2016** 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