



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free 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 CORRECTIONAL HEALTH CARE SERVICES	RELEASE DATE:	Thursday, November 3, 2011
POSITION TITLE:	Information Technology Planning and Resources Officer	FINAL FILING DATE:	Until Filled
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	11022011_7

POSITION DESCRIPTION

Under the general direction of the Chief Information Officer (CIO), the Information Technology (IT) Planning and Resources Officer provides leadership, guidance, and strategic direction to staff, and serves as the principal policymaker with regard to the development, implementation, and on-going support and maintenance of the IT Plans and Resources office, including project and portfolio management, information technology budgets, IT governance, and California Technology Agency reporting requirements.

Duties include, but are not limited to:

Lead the California Correctional Health Care Services (CCHCS) strategic project management office. Manage project start-up activities; initiate project infrastructure and project team logistics. Review and monitor overall administration of project contracts; evaluate information technology, clinical, and general project reports. Review project deliverables, including contractor performance and assess the budget impact of projects. Standardize and refine project management practices, governance standards, processes and metrics.

Create policies with regards to creating and maintaining the CIO operations budget and project spend plans. Manage the annual spend plan development process and ensure plans are maintained. Track the variance between the budget, actual expenditures, and planned expenditures. Provide reports to the CIO and other CCHCS executives. Anticipate gaps between budgets and planned expenditures and propose decision alternatives to appropriate executives.

Develop, implement and lead IT governance planning; assist in establishing statewide policy as a member of various statewide governance committees. Develop policy and lead efforts associated with developing and maintaining IT Strategic Plans, IT Capital Plans, Feasibility Studies, Special Project Reports, and other plans and reports as required by the State Administrative Manual and State Information Management Manual.

Provide strategic leadership by anticipating and developing appropriate and innovative responses to future needs and challenges regarding the organization's mission through business value/benefits realization and management. Maintain project portfolio and information technology performance indicator scorecards. Develop policy and implement plans with regard to Organizational Change Management to enhance adoption of changes.

Develop policies and procedures, implement, and lead a Portfolio Management strategy. Ensure continued operation of enterprise project management tools.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 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.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.

Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures.

Strong management skills, particularly in the area of policy development and implementation and the ability to monitor workloads and accomplish stated objectives.

Excellent interpersonal and communication skills, both verbal and written. Demonstrated experience in program administration, policy development, strategic planning, fiduciary accountability, portfolio management and project reporting and accountability; and in the development of cooperative working relationships with representatives of all levels of government and the public, contractor executives; communicate effectively with individuals and in large and small groups, including presentations to stakeholders, departmental executives, State executives, and other governmental agencies.

Comprehensive knowledge of principles and practices of the California Correctional Health Care Services' organization, goals, functions, and policies; and an understanding of the State Administrative and legislative procedures.

Experience in negotiation and coordination with outside stakeholders.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff

Services Manager II, Correctional Administrator, Parole Administrator I, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience demonstrative of the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Information Technology Planning and Resources Officer**, with the **CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an evaluation of your statement of qualifications by a screening committee. The desirable qualifications and position description listed on the bulletin will be used as the evaluation criteria. It is important that you provide specific information and examples on how your experience, education, training, knowledge, skills, and abilities are applicable to the evaluation criteria, as the statement of qualifications is the only basis for your final score and rank on the eligible list. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

Interested applicants who meet the minimum qualifications must submit:

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A Statement of Qualifications that describes your experience, education, training, knowledge, skills, and abilities as they relate to the information contained in the position description and desirable qualifications sections that are identified in this bulletin. You must provide specific examples.
- The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- The Statement of Qualifications should not exceed three pages in length nor be less than 12 font.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Interested applicants must submit:

- Application and Statement of Qualification materials described in the Filing Instructions section of this announcement.

Applications must be submitted by the final filing date to:

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES, Selection Services
P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038
Molly Roman | 916-322-0088 | Molly.Roman@cdcr.ca.gov

ADDITIONAL INFORMATION

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CCHCS Human Resources, located at 501 J Street, Lobby Drop Box, Sacramento, CA.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with his/her Standard State Application (Form 678).

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>