California Department of Technology

Program and Portfolio Management Office

Data Processing Manager II, Multiple Openings, $5,849-$7,464

Final File Date: Until Filled

Who Are We?

As *the* central IT organization for the State of California, the Department of Technology’s Headquarters Office is responsible for the approval and oversight of all state information technology projects. We hold statutory authority over strategic vision and planning, enterprise architecture, IT policy, and project approval and oversight. We are committed to both transparency and waste reduction in state government.

Among other responsibilities, our Headquarters Office develops and maintains the state’s Enterprise Architecture framework, and ensures the confidentiality, integrity, and availability of state systems and applications. We also develop and implement policy and direction for the State’s IT program, priorities, and initiatives.

We provide excellent health benefits, generous vacation and sick leave accrual, exceptional retirement benefits, 11 paid state holidays, and two paid professional development days per year. We are located in the downtown Sacramento area.

What You’ll Be Doing…

As a Data Processing Manager II within our Program and Portfolio Management Office, you will perform complex and sensitive tasks involving the initial approval of significant IT projects within State government and oversee these projects to ensure their successful implementation. You will review plans, proposals, and other IT project documents submitted by your assigned departments to determine their effectiveness and efficiency, feasible alternatives, project merits, and proper planning required for project success.

Once approved, you will provide oversight to ensure adequate project management. This will include assessing project and departmental performance and identifying critical problems and issues, reviewing progress assessments, remediation strategies, and independent oversight vendor reports, working collaboratively with other agencies to understand their long term IT project portfolio planning needs, and creating IT-related notification letters/statewide IT policies and procedures.

For a more complete description of what your daily responsibilities will be, click on this link: (INSERT POSITION TITLE)

Who We’re Looking For…

We’re looking for dedicated, talented individuals who possess the following skills and abilities:

* Possession of a PMP Certification, or other formal project management certification(s)
* Direct experience leading IT projects, either in a Project Manager/Director role or a key role on large projects
* Possess a very broad knowledge of the principles of project management, approval processes for IT projects, and IT systems design
* The ability to work well under pressure, meet deadlines, and adapt to changing priorities
* The ability to exercise a high degree of initiative, independence of action, and originality
* Exceptional tact and the ability to demonstrate good independent judgment
* Excellent communication, writing, and analytical skills
* The ability to develop and maintain effective and cooperative working relationships

How to Apply…

Interested applicants must submit a State application to:

CALIFORNIA DEPARTMENT OF TECHNOLOGY

1325 J Street

Sacramento, CA 95814

Attn: Nancy Scott, RPA 12-335

For inquiries, please call (916) 324-7817

**When applying for a Job Opening, you must be sure to submit one state application per RPA #. You must indicate the RPA # you are applying for on your application; otherwise, your application will not be processed.**

If you are not currently in state service, you must take, pass, and place within a reachable rank of the exam which corresponds with the **Data Processing Manager II** classification. These exams can be accessed at the California Department of Human Resources’ website at <http://www.jobs.ca.gov>.

The Fine Print…

Applications will be accepted only from individuals currently at the **Data Processing Manager II** level, or applicants who have transfer or list eligibility. Applications will be screened and only the most qualified will be scheduled for an interview. All appointments are subject to SROA/Surplus provisions.