

# 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.

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**DEPARTMENT:** California Department of Technology

**POSITION TITLE/LEVEL:** Deputy Director, Office of Professional Development CEA B

**SALARY:** \$ 10,010 - \$ 11,924

**FINAL FILE DATE:** Postmarked by: April 22, 2019

## POSITION DESCRIPTION:

Under the general direction of the Chief Deputy Director/Deputy State Chief Information Officer, California Department of Technology, the Deputy Director, Office of Professional Development, is responsible for the oversight of Statewide Information Technology (IT) Professional Development initiatives and programs within the Office of Professional Development, which includes the (IT) Leadership Programs, Statewide Technology Training Center, IT Workforce Development, and Statewide IT Professional Development presentations, conferences, seminars and demonstrations.

The Deputy Director, Office of Professional Development, serves as a key advisor and provides direct input to the Director/State Chief Information Officer and to the Chief Deputy Director/Deputy State Chief Information Officer on issues which affect the formulation, implementation, and integration of statewide IT professional development, workforce continuance, structured training and overarching policies and initiatives institutionalizing effective statewide mechanisms to stabilize and/or enhance IT human resources.

The incumbent will work with control agencies, stakeholders and collective bargaining representatives to modernize IT workforce classifications and compensation structures. This effort will enable the state to better utilize IT industry classification standards and associated training and certification requirements. Concurrently with this effort, the Deputy Director will implement and manage statewide programs to develop a network of professional communities to promote IT management skills in disciplines such as technology leadership, project management, digital innovation and security. These programs will promote and reinforce the use of "best practices" within internal operations and improve the quality of IT work products.

The Office of Professional Development will sponsor and/or actively participate in events focused on emerging technologies and trends that have a potential to impact IT operations throughout state government, and provide mechanisms for implementing proof of concept pilot projects as deemed appropriate.

## 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 the 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 facilitation and negotiation techniques to promote collaboration amongst diverse groups;
6. Knowledge of the methods of administrative problem solving;
7. Knowledge of the principles and practices of policy formulation and development, and personnel management techniques;
8. Knowledge of the department's Equal Employment Opportunity Program objectives, and a manager's role in the Equal Employment Opportunity Program.
9. 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;
10. Best practices in IT professional development programs/projects and support services, and knowledge of typical risk areas in the implementation of process to bring quality solutions to the workforce improvement activities;
11. Knowledge of and demonstrated effectiveness in implementing initiatives and policies, as they relate to IT workforce improvement;
12. Comprehensive understanding of state administrative policies, strategic and operations planning, and best management practices;
13. Knowledge of project and state contract management practices;
14. Knowledge of state policies and procedures, including developing and negotiating budget proposals;
15. Knowledge of state control agency requirements for project/program approval and oversight.

**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 program 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 relationships with representatives of all levels of government, the public, and the Legislature and Executive branches;
6. Ability to analyze complex problems and recommend effective courses 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 programs. Survey the landscape and recommend/develop new services that help customers meet their business needs.
- Teamwork – Cooperate to achieve 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:

- Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the California Department of Technology with state and local governments, and municipalities and the vendor community, as it relates to IT training needs.
- A broad understanding of IT environments and the overarching knowledge base needed to meet technical service requirements, as well as the knowledge needed to implement and maintain an IT workforce recruitment, retention, quality improvement, and succession program.
- 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.
- 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.
- Knowledge of the structure, organization and function of a variety of technology disciplines, as well as local, State and federal initiatives and programs.
- 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.
- Proven track record of gaining the confidence and trust of individuals in key positions in the department's customer base.
- Ability to evaluate products from multiple perspectives (customers, stakeholders, vendors, best practices) in order to develop standards for product approvals.
- 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 examination 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)
- A "Statement of Qualifications" **not to exceed two pages** and **no smaller than 11 point font**. This "Statement of Qualifications" is a narrative discussion of the candidate's education and experience that would qualify them for the Deputy Director, Office of Professional Development position.

Each candidate's Statement of Qualifications **must clearly and concisely identify experience in the 3 categories listed below and must be in the following order:**

### **1. Policy Influence Experience**

Describe the type of Policy Influence Experience you possess and how that experience will further the objectives and goals of the Office of Professional Development.

### **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.

### **3. Development of Enterprise Leadership Programs**

Describe the type of professional development programs you have been involved in developing and/or administering with department, state, federal and/or local entities.

**Candidates who do not follow the filing instructions will be disqualified from the examination.**

**(Note:** A résumé does not serve as a Statement of Qualifications.)

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

California Department of Technology  
Human Resources Branch, JC #152548  
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](mailto:Tammy.Ervin@state.ca.gov)