



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Data Processing Manager IV
TENURE: Permanent
TIME BASE: Full Time
SALARY: \$8,764 - \$10,451
LOCATION: Information Technology Branch
 Administrative & Financial Management Services Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES: Under general direction of the Deputy Director, Administrative & Financial Management Services Division, the Chief Information Officer develops, directs, and empowers branch staff to ensure they are customer-focused innovators and problem solvers providing a high level of customer service and technical expertise in the delivery of Information Technology products and services. The incumbent provides vision, program management, and technical direction over project management, application development, network support, customer support, web development, information security, information technology procurement, and enterprise infrastructure programs within the Energy Commission. The DPM IV plans, coordinates, directs and evaluates, through subordinate supervisory staff, the Information Technology Branch needs of the Commission and ensures the branch is strategically aligned with the mission of the Commission and executive management.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Experience managing State civil service functions demonstrating knowledge of information technology laws, rules, and policies
- Excellent verbal and written communication skills and the ability to develop and conduct presentations
- Excellent leadership qualities; including the ability to supervise, coach, develop, motivate, recognize, and discipline staff
- Experience in negotiating with control agencies on sensitive issues; and the ability to maintain credibility and cooperation with management and all levels of employees
- Excellent customer service and interpersonal skills; including the ability to effectively manage conflict
- Demonstrated ability to use good judgement, act independently, utilize effective problem solving skills, and manage multiple competing priorities
- Experience developing IT budgets, project plans, and workload analyses
- Experience in successfully managing a diverse IT portfolio
- Experience with and knowledge of workforce/succession planning

**STATEMENT OF QUALIFICATIONS (REQUIRED)**

DPM IV, Chief Information Officer

Statement of Qualifications (SOQ) Instructions:

Please answer/address the questions/statements below. Your responses must be numbered to coincide with the numbered questions/statements below and be no more than a total of two pages. Applications received without a SOQ will not be considered.

1. Describe your information technology management experience and your approach to managing, leading, and delivering information technology products and services.
2. Describe your experience solving complicated business and technology problems for a client. Give examples of your contribution to innovation in your current and prior job and the specific role you played.
3. Describe your experience managing a diverse IT portfolio with competing priorities while maintaining effective working relationships with Executive Staff, a wide variety of departmental staff, control agencies, and other external partners. Provide examples.

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, along with the Statement of Qualifications to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #210-197 and Position #210-1387-001 in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

***Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.*

SUBMIT APPLICATIONS TO:

Personnel Services Office
Attn: RPA #210-197
1516 9th Street, MS-3
Sacramento, CA 95814
Phone: 916-654-4305

California Relay (Telephone) Service for
the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922