CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
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 DEPARTMENT OF PUBLIC HEALTH	**RELEASE DATE:**	Friday, February 8, 2008
POSITION TITLE:	California Department of Public Health Web Coordinator (Position Pending SPB Approval.)	**FINAL FILING DATE:**	Monday, March 3, 2008
CEA LEVEL:	CEA 1	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 6,173.00 - $ 7,838.00 / Month	**BULLETIN ID:**	02082008_1

POSITION DESCRIPTION

The CDPH Web Coordinator leads the management of all operational aspects of California Department of Public Health (CDPH) World Wide Web-based information technologies, services, and applications, including internet, intranet, and extranet environments. The incumbent has lead responsibility for developing and implementing CDPH policy on web-based information technologies, services, and applications to achieve the mission of the Department, and serves as the primary advisor on web-based information technology issues to the Chief Deputy Director of Policy and Programs and to other CDPH Executive Staff and Department managers. The incumbent is responsible for ensuring the application of standard project management techniques to the Department's web-based projects, including managing and allocating the Department's resources for various web-based projects, developing timeframes and scopes of work, and ensuring that project work is completed within the approved timeframe. The incumbent has lead management responsibility over project development, including planning, scheduling, implementing, coordinating, managing, providing fiscal oversight (budget development, monitoring and reporting) and evaluating all CDPH web-based information technologies, services, and applications projects. As the department's web-based services and applications lead, the incumbent will work closely and collaboratively with multiple and diverse information technology customers and interest parties throughout the department, including the Web Services Group, the Chief Information Officer, CDPH Executive Management Team, and Health Information and Strategic Planning staff. The incumbent acts as the Department's liaison for web-based projects with external partners and collaborators, including other State agencies, federal, county and local government agencies, non-profit organizations, health advocacy groups, and others.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II
Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III
Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

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)

•Demonstrated leadership experience with a large complex organization of similar size and complexity of the CDPH.

•Demonstrated management skills necessary to lead, motivate, and develop staff.

•Ability to manage a multi-disciplined organization

•Demonstrated ability to advise, consult, and work cooperatively with departmental staff and executives, as well as legislators, control agencies, federal government, and other public and private agencies.

•Demonstrated knowledge of, and experience with acquiring project and funding approvals in using California's process.

•Demonstrated ability to communicate effectively and to present logical and convincing arguments.

•Demonstrated ability to make both planned and impromptu presentations before a group of individuals on technical and possibly highly sensitive issues.

•Demonstrated knowledge and experience in the principles and techniques of Project Management.

•Comprehensive knowledge of web site development and web-based applications.

Knowledge of:

•The state's policies and guidelines for California government websites

•Accessibility and usability standards for websites and web-based applications

•The state's process of approval and funding of Information Technology (IT) projects The state procurement process as they relate to IT (Request for Proposals, Request for Offer, Request for Information, California Master Agreement Schedule, Master Services Agreement, California Strategic Sourcing Initiative)

•Application development methodologies and the systems development life cycle (SDLC)

•Basics of network infrastructure (file servers, application servers, web servers, storage subsystems, cable plants, security hardware and software)

•Building a customer-service focused technical support capability for a large complex organization of similar size and complexity of the CDPH

•Emerging technologies and their implications for the future

Ability to:

•Read and understand complex technical information

•Present technical information to a non-technical audience effectively

•Direct the development of Feasibility Study Reports, Special Project Reports, Budget Change Proposals, Request for Proposals, and other IT reporting requirements as specified in the State Administrative Manual (SAM)

•Manage small to medium sized IT projects

DESIRABLE CHARACTERISTICS

Creativity and Innovation - Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity - Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication - Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

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 **California Department of Public Health Web Coordinator (Position Pending SPB Approval.)**, with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. 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 application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume,

and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, directing the work of multidisciplinary professional and administrative staff, and dealing effectively with a variety of individuals, organizations, and state agencies.

2. Describe your ability to gain the confidence and support of top-level administrators, and advise on project management investments.

3. Describe your knowledge of and experience with Information Technology (IT) project management principles and techniques.

4. Describe your knowledge of and experience with the State's Information Technology (IT) project and funding approval, procurement and oversight processes.

5. Describe your knowledge of web site development and web-based applications. Give specific examples of your experience in the development of web sites and web-based applications and detail the state policies and guidelines for California government websites.

FILING INSTRUCTIONS
Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date, will not be accepted. Application packages must include two copies of the items listed below.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the five critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch
P.O. Box 997378, MS 1700 -1702, Sacramento, CA 95899-7378
Maria Lovato | (916) 324-9497 | Maria.Lovato@cdph.ca.gov

ADDITIONAL INFORMATION
Application packages may also be hand-delivered to: Department of Public Health, Human

Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Maria Lovato at Maria.Lovato@cdph.ca.gov or at (916) 324-9497.

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 DEPARTMENT OF PUBLIC HEALTH 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