



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH 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 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:	Wednesday, March 11, 2015
POSITION TITLE:	Deputy Director, Information Technology Services Division	FINAL FILING DATE:	Wednesday, April 15, 2015
CEA LEVEL:	CEA C	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,544.00 - \$10,836.00 / Month	BULLETIN ID:	03112015_2

POSITION DESCRIPTION

Within the general policies established by the Director of the Department of Public Health (CDPH) and Chief Deputy Director, the Deputy Director of the Information Technology Services Division (ITSD) is responsible for ensuring that adequate Information Technology (IT) support is available to all departmental programs. The incumbent has full management responsibility for a large complex multi-disciplined organization and oversees an annual IT budget of approximately \$55 million and an IT Project Portfolio of \$200 million within the Information Technology Services Division (ITSD). The incumbent has broad responsibility for the Division, establishes enterprise IT governance and sets Strategic direction through the formulation of an IT Strategic Plan that identifies fundamental performance and quality improvement measures that align with and are critical to the Department's mission and vision. The Deputy Director is responsible for the management of over 360 staff and two CEA A's across six different IT Branches. The Deputy Director oversees the IT Data Center Operations (infrastructure), and IT competencies that include security management, application development, enterprise project and portfolio management, enterprise change management and quality assurance, architecture and administrative support for the Department including executive sponsorship and support for the State's largest Health IT projects. The Deputy Director promotes a service-driven collaborative partnership between the Program areas and ITSD by bridging staff, resources, and fiscally responsible services with technology. These services include an Information Technology Expenditure Dashboard (ITED), detailed management reports by system project code, cost allocations, and rate methodologies.

The Deputy Director ensures departmental IT practices and procedures comply with state policies. Finally, the Deputy Director is the principal advisor to the Director and Executive Staff regarding IT. As such, the Deputy Director acts as the Department's Chief Information Officer (CIO).

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 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 Section 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 A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

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- Demonstrated ability to lead, motivate, and develop staff through a rapidly changing environment.
- Demonstrated problem-solving abilities that are reasoned and evidenced-based.
- Strong communication skills with executives, stakeholders and staff.
- Demonstrated experience with the competitive procurement and successful implementation of complex IT systems and applications.
- Demonstrated experience with IT infrastructure, including networks, and information security.
- Demonstrated experience managing operations and maintenance for complex IT systems and applications.
- Demonstrated experience with project management of complex IT systems and applications.
- Strong background in and knowledge of IT Infrastructure Library (ITIL) practices.
- Demonstrated experience developing IT policies and procedures.
- Demonstrated strong administrative skills, including areas of contract management, financial management and personnel.

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 **Deputy Director, Information Technology Services Division**, 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 Supplemental Application. Applicants are required to respond to the following five supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA C level. Responses to the supplemental items will be assessed based on pre-determined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all five supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

SUPPLEMENTAL APPLICATION ITEMS:

1. Describe your skills, knowledge and experience in the following areas relating to Information Technology: (1) Infrastructure; (2) application development; (3) system security; (4) project management; (5) procurement; (6) customer service and support; and (7) training and development. Be as specific as possible and explain your level of involvement in each of the areas listed.
2. Describe the role you played in implementing a solution to a major IT challenge. Tell us what problem(s) you were solving, describe your specific involvement with the remedy, and what the outcome was for the customers/stakeholders. Be as specific and detailed as possible.
3. Describe one or more situations in which you used your skills to motivate and inspire staff to achieve a significant operational improvement. What were the obstacles you faced in motivating staff and how were you able to overcome them? Please be specific in your response.
4. Describe the level of knowledge and experience you have with the competitive procurement of IT equipment or services. What was your role, what were challenges you faced and how did you overcome them? Please be specific.
5. Describe your level of involvement with the departmental budgetary process, and any work you have done with state and/or federal control agencies to ensure that resources are allocated to meet program needs. Describe what you have done to make better use of limited resources of the budget, specifically for technology purchases and project costs and services.

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.

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 Patti Landaker at Patti.Landaker@cdph.ca.gov or at (916) 552-9369.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A Supplemental Application (Responses)
- A Resume
- A Cover Letter

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Selection and Certification Unit, Human Resources Branch
P.O. Box 997378, MS 1700-1702, Sacramento, CA 95899-7378
Patti Landaker | (916) 552-9369 | patti.landaker@cdph.ca.gov

ADDITIONAL INFORMATION

Supplemental responses, your application, cover letter, and resume must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without

responses to the supplemental items will be rejected.

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: [CEA and Exempt Appointees](#)