



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.

DEPARTMENT: California Department of Technology, Office of Enterprise Technology

POSITION TITLE/LEVEL: Modernization and Transformation Chief, CEA B

SALARY: \$ 10,831 - \$ 12,903

FINAL FILE DATE: **Until Filled:**
(2021 Cut-off Dates: September 11th, September 21st and October 1st)

POSITION DESCRIPTION:

Under the general direction of the Deputy Chief Technology Innovation Officer, Office of Enterprise Technology (OET) the Modernization and Transformation Chief is responsible for overseeing OET's modernization and transformation efforts and identifying near-term infrastructure and platform stability risks, and consulting with departments through iterative transformations to stabilize their services and move towards more flexible and scalable architecture. The CEA is a member of the California Department of Technology's (CDT) executive staff and will provide strategic leadership, direction, guidance and oversight.

Responsibilities include:

- Develop, implement and maintain statewide policies, standards and procedures related to modernization, transformation and stabilization of legacy IT systems throughout the State of California. The Modernization and Transformation Chief will work with key stakeholders to identify at-risk IT systems at departments statewide and identify the best course of action for modernizing, transforming and stabilizing their legacy IT systems. Provide support and direction by coordinating with vendors, contractors, stakeholders, OET, Office of Technology Services, Office of Statewide Project Delivery and the CDT modernization and transformation program to execute the identified opportunities for improvement and also transforming these current systems to stable applications that can scale moving forward. The Modernization and Transformation Chief will act as executive lead in the initial prioritization of modernization and transformation efforts and activities and executive engagement with state entity executives.
- Develop and maintain processes and systems for managing the modernization and transformation program. The CEA will manage communications with the State Agencies and Departments, vendors, contractors, and other key stakeholders delivering on the overarching goals of the modernization and transformation program. Perform in-depth and proactive engagement on highly complex solutions, applications, data, and web issues. Provide a temporary executive leadership role during crises and establishing critical statewide partnerships with departments on modernization and transformation initiatives.
- Serve as a member of the Department's Executive staff, providing guidance and direction regarding the modernization and transformation policies. Effectively communicate relevant policies and governance to assist department executives in making decisions. Forge strong partnerships with Chief Information Officers, (CIOs), Agency Information Officers (AIOs), agency secretary and undersecretaries, directors, executives, and customer departments, to modernize, transform and stabilize legacy IT systems and reduce risk to mission critical services.

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 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 Information Technology Best Practices including trends, and directions related to hardware, software and services.
10. Knowledge and skill to develop and implement strategic and project management plans that result in significant organization changes.
11. Knowledge of state and federal control agency requirements for project 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 programs 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 relations with representatives of all levels of government, the public, and the Legislative and Executive Branches;
6. Ability to analyze complex problems and recommend an effective course of action; and prepare and review reports;
7. Ability to effectively contribute to the Department's Equal Employment Opportunity objectives.
8. Ability to prioritize, multi-task, and perform effectively under pressure.

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 CDT’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 – Focus on continuous improvement and high personal accountability. Provide 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:

- A very broad knowledge of statewide legacy IT systems and their functionality.
- Clear understanding of statewide critical systems and mission critical infrastructure.
- Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the California Department of Technology with state, local, and Federal governments and the vendor community, as it relates to Information Technology, the implementation of new programs, and governance.
- 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 exam may be used to fill subsequent vacancies in this position if they occur within the next twelve months or an examination may be rescheduled, at the discretion of the department.

FILING INSTRUCTIONS

- A Standard original State application (Form 678)
- Prepare a “Statement of Qualifications” **not to exceed two pages** and **no smaller than 12 point font**. This “Statement of Qualifications” is a narrative discussion of the candidate’s education and experience that would qualify them for this Modernization and Transportation Chief, CEA B position.

Each candidate’s Statement of Qualifications **must clearly and concisely identify experience in the following 4 categories and be formatted in the same manner as shown below**

1. Policy Influence Experience

Describe the type of Policy Influence Experience you possess and identify whether this was at the Staff, Supervisory, or Managerial level.

2. Strategic and Operational Planning Experience

Describe the type of Strategic and Operational Planning experience you possess that demonstrates knowledge and skill in developing and implementing strategic and operational plans that result in significant organization changes.

3. Development of Policies and Enterprise IT Standards

Describe the type of policies and enterprise IT standards you have been involved in coordinating with state, federal and local entities in implementing IT initiatives and policies.

4. Demonstrated Knowledge of State and/or Federal Funding Procedures

Describe the knowledge you possess of State or Federal Budgetary practices and procedures and identify your experience in developing and negotiating state budget proposals with Department of Finance or their federal equivalent.

Note: A resume does not serve as a Statement of Qualifications.

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

The application and “Statement of Qualifications” are to be submitted via online at www.jobs.ca.gov **JC# 266882** or by mail to:

California Department of Technology
Human Resources, Selection Services
P.O. Box 1810
Rancho Cordova, CA 95741-1810
Attn: Rae Powers JC# 266882

Or

Hand Delivered to:
California Department of Technology
2nd Floor Guard Station
10860 Gold Center Drive
Rancho Cordova, CA 95670
Attn: Rae Powers, HR JC# 266882

Questions regarding this examination should be directed to: Rae Powers at (916) 431-4059 or e-mail Rae.Powers@state.ca.gov

DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
MODERNIZATION AND TRANSFORMATION CHIEF
OFFICE OF ENTERPRISE TECHNOLOGY

Name: Vacant
Effective Date:

SCOPE:

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SPECIFIC DUTIES:

- 40% Develop, implement and maintain statewide policies, standards and procedures related to modernization, transformation and stabilization of legacy IT systems throughout the State of California. The Modernization and Transformation Chief will work with key stakeholders to identify at-risk IT systems at departments statewide and identify the best course of action for modernizing, transforming and stabilizing their legacy IT systems. Provide support and direction by coordinating with vendors, contractors, stakeholders, OET, Office of Technology Services, Office of Statewide Project Delivery and the CDT modernization and transformation program to execute the identified opportunities for improvement and also transforming these current systems to stable applications that can scale moving forward. The Modernization and Transformation Chief will act as executive lead in the initial prioritization of modernization and transformation efforts and activities and executive engagement with state entity executives.

- 30% Develop and maintain processes and systems for managing the modernization and transformation program. The CEA will manage communications with the State Agencies and Departments, vendors, contractors, and other key stakeholders delivering on the overarching goals of the modernization and transformation program. Perform in-depth and proactive engagement on highly complex solutions, applications, data, and web issues. Provide a temporary executive leadership role during crises and establishing critical statewide partnerships with departments on modernization and transformation initiatives.

- 30% Serve as a member of the Department's Executive staff, providing guidance and direction regarding the modernization and transformation policies. Effectively communicate relevant policies and governance to assist department executives in making decisions. Forge strong partnerships with Chief Information Officers, (CIOs), Agency Information Officers (AIOs), agency secretary and undersecretaries, directors, executives, and customer departments, to modernize, transform and stabilize legacy IT systems and reduce risk to mission critical services.

DESIRABLE QUALIFICATIONS:

- A very broad knowledge of statewide legacy IT systems and their functionality.
- Clear understanding of statewide critical systems and mission critical infrastructure.
- Demonstrated ability to establish and maintain effective and beneficial relationships on behalf of the California Department of Technology with state, local, and Federal governments and the vendor community, as it relates to Information Technology, the implementation of new programs, and governance.
- 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.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Modernization and Transformation Chief

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Deputy Chief Technology Innovation Officer

Date

H/R Analyst _____