



CAREER EXECUTIVE ASSIGNMENT (CEA) EXAMINATION ANNOUNCEMENT

California State Transportation Agency strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an 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 this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

DEPARTMENT: CALIFORNIA STATE TRANSPORTATION AGENCY

POSITION TITLE: AGENCY INFORMATION OFFICER/ DEPUTY SECRETARY FOR INFORMATION TECHNOLOGY

LEVEL: CEA B (Salary Range \$8,766 to \$10,442)

LOCATION: SACRAMENTO

BULLETIN RELEASE DATE: JUNE 3, 2015

FINAL FILING DATE: OPEN UNTIL FILLED

CEA NUMBER: 15CEA11

DUTIES/RESPONSIBILITIES

Under the general direction of the Secretary and the Undersecretary of the California State Transportation Agency (CalSTA) and in consultation with the State Chief Information Officer (CIO), the Agency Information Officer (AIO) is responsible for overseeing the technology functions of CalSTA and its departments. The AIO has oversight responsibility for coordinating the activities of information technology (IT) offices throughout CalSTA, its constituent departments, and interface partners. The AIO formulates, analyzes, revises, interprets, and evaluates business operations, operational programs, and IT resources for CalSTA and its constituents.

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, with two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 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 § 18991.

KNOWLEDGE AND ABILITIES

In addition to one of the above, applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following:

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; personnel management techniques; Agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.

Ability to: plan, organize and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organizational 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 Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to Agency's Equal Employment Opportunity objectives.

These abilities and knowledge are expected to be obtained from 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. (Experience may have been paid or volunteer, in state service, other governmental settings or in a private organization).

DESIRABLE QUALIFICATIONS

In addition to evaluating each candidate's relative ability as demonstrated by the quality and breadth of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Ability to formulate and analyze high-level policy issues, interpret and articulate policy options, and advise the California Technology Agency on courses of action consistent with other departments throughout the State.
- Ability to formulate, analyze, revise, interpret and evaluate business processes, operational programs, and transmit program policy.
- Ability to serve as communication link on program policy matters
- Ability to coordinate interdepartmental activities on critical policy issues.
- Ability to advise the Agency Secretary, State CIO and Departmental CIOs on significant policy regarding business processes, operational programs, and IT resources.
- Ability to plan, develop, organize and manage IT resources; review departmental IT planning documents; and make recommendations where interdepartmental or cross jurisdictional issues have arisen.
- Ability to comment on the impact upon IT resources of proposed legislation, regulations or policies.
- Ability to provide high level expertise in developing legislative proposals, policies and new programs in the areas of IT.
- Ability to participate in the development and evaluation of proposed legislation to assess the impact of IT upon business process and operational programs.
- Ability to evaluate findings and recommendations of studies about the effectiveness of IT.
- Ability to attend meetings and negotiations on program and IT issues with State legislative and executive branch staff, local government officials, and provider and constituency organizations.

- Ability to review periodic business process reports, operations program reports, legislative reports, controlled correspondence, and proposed regulations having significant impact; identify problems, recommend changes and approve reports and proposals; consult with legislative and executive staff on the implementation of proposed or pending legislation, IT resources, and other policy actions.
- Ability to negotiate with high level executive staff from the Department of Finance, the Legislative Analyst, and legislative staff members, on IT resources relating to assigned departments.

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 **CEA B, AIO/Deputy Secretary, Information Technology with the California State Transportation Agency**. Applications will be retained for twelve months.

The examination process will consist of an application and Statement of Qualifications screening committee. The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications and desirable qualifications. Based on the competitiveness of the group, the most qualified candidates may be scheduled for an interview. It is critical that each applicant include specific information on how his/her background and knowledge and abilities meet the minimum and desirable qualifications.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678) with civil service titles and dates of experience.
- The Statement of Qualifications 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 should be no more than two (2) pages in length.
- Resumes are optional and DO NOT take the place of the Statement of Qualifications.

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

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

Department of Transportation
Division of Human Resources, MS #90
Attn: Szandra Keszthelyi (15CEA11)
1727 – 30th Street
Sacramento, CA 95816
or
P.O. Box 168037
Sacramento, CA 95816-8037

Or via email: CEA.MSPexams@dot.ca.gov

Application packets may be emailed to the above address. Questions regarding this examination should be directed to: Szandra Keszthelyi at (916) 227-7838.

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 State Transportation Agency 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.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the State application (Form 678). You will be contacted to make specific arrangements.