

CEA



CAREER EXECUTIVE ASSIGNMENT

The State of California 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.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: TRANSPORTATION
POSITION TITLE: CHIEF TECHNOLOGY OFFICER
LEVEL: CEA B (Salary Range \$8,985 - \$10,703)
LOCATION: HEADQUARTERS, INFRASTRUCTURE DIVISION
BULLETIN RELEASE DATE: JANUARY 27, 2016
FINAL FILING DATE: FEBRUARY 18, 2016
CEA NUMBER: 16CEA03

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief Information Officer (CIO), the incumbent is responsible for developing and implementing departmental policy related to the Department's current and future infrastructure operations statewide including establishing policy standards related to hardware, software and telecommunications. The incumbent will manage a highly technical function that has a direct effect on the Department's ability to deliver its program and services. The incumbent is also responsible for delivering exceptional Information Technology (IT) Support services to Sacramento metropolitan area. This position is expected to continually enhance our customer's experience by implementing, utilizing and monitoring proven customer service practices. As a key leader in IT, the incumbent ensures staff is highly qualified to perform their duties and meet customer expectations.

Responsibilities include:

- Serves as key advisor to the Directorate for policy decisions affecting the Department's computing infrastructure including: desktop hardware & software

standards; communications networks; internet standards; equipment acquisition, installation and maintenance, and statewide technology Infrastructure facilities.

- Develops strategic planning policy for information systems infrastructure statewide. Works with headquarters programs, districts and external agencies to provide functional guidance to Department staff working on infrastructure projects and programs.
- Develops, implements and monitors innovative customer service and support strategies to meet departmental business needs while complying with State IT policy and guidelines.
- Develops and maintains the highest levels of service and technical support to our customers.
- Develops and implements strategies to ensure Division employees are trained and developed to meet IT challenges and exceed customer expectations.
- Develops and implements program action plans and budgets to support the Department's strategic goals and objectives.
- Represents the Department with the Office of the CIO/Office of Technology Services; Legislative Analyst Office and the Department of General Services on department infrastructure and telecommunications matters.
- Establishes and maintains Department policies related to computing infrastructure required to meet current and future Department business needs. Additionally, develops policies, standards and best use business practices for networking, operations, systems, office automation and computer facilities.
- Organizes the work and staff of the infrastructure program. Establishes management control systems and performance targets.
- Develops goals and objectives, performance measures, cost allocation, charge-back practices and customer service agreements and standards related to the acquisition and operation of the Department's computing infrastructure.
- Advises and/or acts for the CIO on infrastructure matters and responds to inquiries from legislators, public agencies and the private sector.

MINIMUM QUALIFICATIONS

Applicants must possess the knowledge and abilities, and any other requirements, described in this bulletin.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

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; Caltrans or 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 Caltrans or Agency's Equal Employment Opportunity objectives.

These abilities and knowledge are expected to be obtained from broad administration or program manager 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 governmental settings or in a private organization.)

EXAMINATION INFORMATION

The examination will consist of a review of each candidate's application and Statement of Qualifications. The desirable qualifications listed on the bulletin will be used as evaluation criteria to score applications. Therefore, it is critical that each applicant include specific information on how his/her background and knowledge and abilities meet desirable qualifications.

A passing score of 70% or higher must be obtained to establish 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, Chief Technology Officer** with Caltrans. Applications will be retained for twelve months.

STATEMENT OF QUALIFICATIONS

The Statement of Qualifications is a narrative discussion of how an applicant's education, training, experience, and skills meet the desirable qualifications and qualify them for the position. The statement should be no more than two (2) pages in length.

Please submit a Statement of Qualifications which includes the following information:

1. Describe and provide examples of your leadership ability, including techniques of organizing and motivating groups, and your ability to deal effectively with a variety of individuals and stakeholders.
2. Describe your experience, and provide specific examples in providing technology solutions for large scale operations.
3. Describe your ability and experience in planning, organizing and directing the work of large teams of multidisciplinary professional, technical and administrative staff.
4. Describe your ability to anticipate and manage complex issues affecting large organizations, including the ability to develop policy and integrate all aspects of a strategy to assure resolution of issues.
5. Describe your track record of gaining the confidence and trust of individuals in key positions in the Department.

FILING INSTRUCTIONS

All interested applicants must submit:

- A completed standard original State application (Form 678).
- The Statement of Qualifications is a narrative discussion of how the applicant's education, training, experience, and skills meet the 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 State application and Statement of Qualifications are to be submitted to:

California Department of Transportation
Division of Human Resources
Attn: Leslie Mazzeo (16CEA03)
1727 – 30th Street- MS #90
Sacramento, CA 95816-8037

Application and Statement of Qualifications must be received by 5:00 p.m. on FEBRUARY 18, 2016. Interagency mail received after this date will not be accepted.

Questions regarding this examination should be directed to: Leslie Mazzeo at (916) 227-4176.

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.

Caltrans 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.