For

DATA PROCESSING MANAGER II

This examination is being administered through the Special Examination and Appointment (SEA) Program which uses an alternative examination and selection process for filling specified positions. Interested incumbents at the Data Processing Manager II level and those eligible for lateral transfers are encouraged to apply.

Refer to the EXAMINATION INFORMATION and FILING INSTRUCTIONS sections for additional information on how to apply for this examination.

DIVISION : Information Systems

UNIT : Data Guidance/Network Operations Group

POSITION : Manager

LOCATION : Sacramento

SALARY : $6115 - $8038

FINAL FILING DATE : July 22, 2016

This position may be subject to allocation approval by the Human Resources Branch.

RESPONSIBILITIES

Under the direction of the Data Processing Manager III, Computer Operations Section, Infrastructure Branch, the Manager directly or through subordinate managers and supervisors, plans, directs, controls, and coordinates the activities of the Data Guidance Team and Production Support Team.
DUTIES

- Directly or through subordinate managers and supervisors, plans, directs, controls, and coordinates the activities of the Data Guidance Team which operate 24-hours a day, five (5) days a week.

- Responsible for the Production Support Team

- Responsible for all aspects of managing a technical and professional staff.

- Responsible for personnel hiring, training, employee performance, staff development, and resolving discipline and grievance problems.

- Provides leadership and mentors staff.

- Develops and evaluates alternatives, makes decisions, and takes appropriate action.

- Establishes and maintains unit priorities; effectively develops and uses resources and interdisciplinary teams.

- Develops project estimates and schedules, and manages major network projects that affect the Computer Operations Section.

- Ensures changes are consistent with industry technology, standards, and best practices.

- Reviews existing systems and proposal for new and modified systems that are required to support the Department’s present and future business needs.

- Prepares budget estimates and recommendations for procurement of services, training and/or necessary equipment.

- Participates on panels, boards, committees, workgroups, and Information Technology projects, as a Subject Matter Expert, and represents the Department of Motor Vehicles.

- Collaborates and communicates effectively both verbally and in writing, with all levels of management, cross-functional and interdisciplinary teams, and technical and non-technical audiences.

- Prepares written reports and correspondence for management and the Department.

- Performs other duties as required.

- Required to wear a wireless device.

- SECURITY - Personnel with responsibilities that include Operations functions, such as patching systems for security and/or performance, complies with all policies, procedures, and standards for operational effectiveness. Adheres to departmental standards for data back-up, recovery, integrity, control, and management.
MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.

Or II

Five years of progressively responsible experience in electronic data processing (EDP) system design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.) and

Education Experience:
The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level:

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department’s goals and policies; department’s Equal Employment Opportunity objectives; and a manager’s role in the Equal Employment Opportunity Program, and the processes available to meet equal employment opportunity objectives.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department’s equal employment opportunity objectives.

SPECIAL PERSONAL REQUIREMENTS

Demonstrated ability to act independently with flexibility and tact.
ADDITIONAL DESIRABLE QUALIFICATIONS

In appraising the relative qualifications of candidates for all levels, consideration will be given to the extent and type of experience related to the electronic data processing functions listed in the “Scope” of this specification and to the extent and type of pertinent education beyond that required under “Minimum Qualifications.” Preferred additional education includes courses in public administration.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed, the following position specific qualifications will be evaluated. You must provide a response and specific examples in the Statement of Qualifications for each Position Specific Qualifications/Evaluation Criteria. The responses and examples you provide may be the only tool used for determining your final score and rank on the eligible list.

1. Describe your knowledge of general management principles, and your demonstrated ability to direct, coordinate, and manage the activities of technical and professional staff.

2. Describe your demonstrated ability to establish and maintain priorities, and use appropriate resources.

3. Describe your demonstrated ability to effectively collaborate and communicate, verbally and in writing, to all levels of staff.

4. Describe your demonstrated ability to effectively develop and evaluate alternatives, make decisions, and take appropriate actions.

5. Describe your demonstrated ability to effectively manage Information Technology projects.

6. Describe your demonstrated ability to review existing systems and proposals for new or modified systems that are required to support the Department’s present and future business needs.

VETERANS' PREFERENCE

Veterans’ Preference will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans’ preference.

2. An entrance examination is defined, under the law, as any open competitive examination.

3. Veterans’ Preference is not granted once a person achieves permanent civil service status.

The California Department of Human Resources (CalHR) has information on how to apply for Veterans’ Preference on their website at www.jobs.ca.gov and on the Application for Veterans' Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.
EXAMINATION INFORMATION

The SEA Program provides for position specific examination and selection of the most qualified candidates. Applicants who meet the minimum qualifications may compete for the vacant position. An evaluation of the Statement of Qualifications and/or a Qualifications Appraisal Panel interview may be used to rate candidates. Candidates will be competitively ranked according to their qualifications using predetermined evaluation criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification.

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 results of this examination will be used only to fill the position of Data Processing Manager II, position number 711-1384-002, with the Department of Motor Vehicles and may be used to fill subsequent vacancies for these positions for a period of up to 12 months. Standard State Applications (STD. 678) and Statement of Qualifications will be retained for 12 months. The department may elect to consider new applicants in addition to those previously screened.

Questions regarding the position should be directed to Mark DeLaPena at (916) 657-6935. Questions concerning the examination process should be directed to Alice Schneider, Selection Analyst at (916) 403-8335.

FILING INSTRUCTIONS

Interested applicants must submit both items 1 and 2 below by the final filing date. Applicants who fail to submit both items meeting the criteria below by the final filing date will be disqualified from the examination.

1. A completed Standard State Application (STD. 678), which must include all job titles, employment dates, and experience.

2. A Statement of Qualifications:
   - Is a narrative discussion of how your education, training, experience, knowledge, skills, and abilities meet the POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA for the position.
   - Must include specific examples addressing each of the POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA. Please note that the examples you provide in the Statement of Qualifications may be the only tool used for determining your final score and rank on the eligible list.
   - Is your written presentation to the examination panel.
   - Serves as documentation of your ability to present information clearly and concisely in writing.
   - Must be typed with font no smaller than Arial 10 point.
   - Must be no more than two pages in length (one 8 ½” x 11” sheet with print on front and back is considered two pages).
   - Must be clearly titled “Statement of Qualifications” at the top of page one.
FILING INSTRUCTIONS (CONTINUED)

Cover letters and resumes do not take the place of the Statement of Qualifications.

The Standard State Application (STD. 678) and Statement of Qualifications must be submitted by the final filing date:

Postmarked by mail to: OR *In person by 5 p.m. to:
Department of Motor Vehicles Department of Motor Vehicles
Attn: Alice Schneider Attn: Alice Schneider
**Position # 711-1384-002** Position # 711-1384-002
Selection and Certification Unit “Selection & Certification Unit Drop Box”
P.O. Box 932315, MS A208 2415 1st Avenue, 1st Floor Lobby
Sacramento, CA 94232-3150 Sacramento, CA 95818

*Standard State Applications (STD. 678) and Statement of Qualifications submitted in person must be placed in the “Selection & Certification Unit Drop Box” by 5 p.m. on the final filing date. Standard State Applications (STD. 678) and Statement of Qualifications personally delivered or received via interoffice mail after the final filing date will not be accepted. Standard State Applications (STD. 678) and Statement of Qualifications will not be accepted via email or fax.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box on the Standard State Application. You will be contacted to make specific arrangements.

CRIMINAL RECORD CLEARANCE INFORMATION

Some positions, within various divisions of the Department of Motor Vehicles, may be subject to fingerprint and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Candidates will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

California Relay Telephone Service for the deaf or hearing impaired:
from TDD phones (800) 735-2929; from voice phones (800) 735-2922.