

C

E

A



C A R E E R E X E C U T I V E A S S I G N M E N T

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. 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.

E X A M I N A T I O N A N N O U N C E M E N T

Department: SECRETARY OF STATE
Position Title: CHIEF INFORMATION OFFICER
Final File Date: February 23, 2016
Level: B
Salary Range: \$8,985 - \$10,703

Duties and Responsibilities:

Under the general direction of the Secretary of State, the Chief Information Officer is responsible for the following:

- Statewide automation activities and through subordinate managers, plans, organizes, and directs the operation of complex data processing, automation development and management information programs.
- Develops and recommends policies on automated systems development and maintenance and is responsible for the monitoring, evaluation and modification of these programs.
- Represents the Secretary of State in legislative and other committees on automation, data collection/interpretation and information technology issues.
- Advise program managers in program planning by providing specific expertise on automation options and their impact.
- Provides comparative analyses and trend projects and advises on their appropriate interpretation for decision-making.
- Serves as a key policy advisor in relation to automation issues and participates in the development of overall departmental policies.
- Acts as liaison with county officials on the collection and reporting of state election information.
- Develops and implements departmental automated technology to provide superior client services and contain costs through operating efficiencies.

Minimum Qualifications:

All 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

Applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following 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; personnel management techniques; the department'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 Legislative and Executive branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department'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 – Supervisory/ administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Level B – Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C – 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.

Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

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 results of this examination will only be used to fill the position of **Chief Information Officer** with the **Secretary of State**; the results of this examination may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of a Statement of Qualifications evaluation. The **Statement of Qualifications** will be used to evaluate education and experience as it relates to the “Evaluation Criteria” listed below. The evaluation will constitute 100% of the candidate’s score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. The Statement of Qualifications shall be no more than three (3) pages in length, in Arial 12 point font and should include any relevant education, training and/or certificates earned that would contribute to the applicant’s success in the position.

Evaluation Criteria

The Statement of Qualifications should indicate total years of experience (and civil service classification, if applicable) performing each of the factors in the evaluation criteria. Candidates should describe in detail their experience relevant to each of the factors listed below, examples should be provided to justify the experience described. The factors that will be utilized in the evaluation are:

1. Describe/give examples of your experience with the planning, development, maintenance, installation and support of large system applications.
2. Describe/give examples of your experience developing and implementing departmental information technology solutions.
3. Describe/give examples how you have developed creative and innovative solutions to a wide variety of management problems.
4. Describe/give examples of your management and leadership skills and how you have demonstrated the ability to function effectively as a member of a top management team.
5. Describe/give examples of your experience directing professional and administrative staff.
6. Give examples of your communication skills and experience and how you may have represented a department before a wide range of audiences.

PLEASE NOTE: A Resume is optional and **DOES NOT** take the place of the Statement of Qualifications. Application packets received without a clearly titled Statement of Qualifications will be eliminated from the entire examination process.

Filing Information:

All interested applicants are to submit a standard state application (Std. 678), Statement of Qualifications, and optional resume to:

Secretary of State
ATTN: Mike Green
1500 - 11th Street, Room 475
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **Tuesday, February 23, 2016**. Applications personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. Please include the names and telephone numbers of at least two references. Questions concerning this examination should be directed to Mike Green, Equal Employment and Workplace Services Manager at (916) 695-1515.