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 REMAIN 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
POSITION TITLE/LEVEL: Deputy Director, Statewide Technology Procurement, CEA C
SALARY: $11,505 - $13,063
FINAL FILE DATE: Postmarked by: May 26, 2021

POSITION DESCRIPTION:
Under the general direction of the Chief, Office of Statewide Project Delivery, the Deputy Director is responsible for the Statewide Technology Procurement (STP) and is a member of the California Department of Technology’s (CDT) executive staff. The Deputy Director is responsible for setting statewide policy for all reportable information technology (IT) project procurements and telecommunication procurements to ensure that the state’s investments in technology are cost effective, coordinated and achieve California’s strategic objectives. The Deputy Director is also responsible for working with other areas of CDT to improve the efficiency, effectiveness and overall success of the State’s IT procurement process.

Responsibilities include:
• Develop statewide strategy and policy for all reportable IT project procurements and telecommunication procurements, as well as conduct oversight of these procurements.
• Oversee the planning, execution, and negotiation of high visibility and high dollar value technology procurements.
• Build a robust vendor pool, increase the speed of contract execution, identify potential partners that have a strong track record of delivery, and craft modern agreements focused on the deployment of meaningful technology.
• Interpret and implement existing policy, as well as develop new statewide policy as the need arises as a result of changes in the business climate and statewide strategies.
• Lead procurement improvements to the State’s Project Approval Lifecycle process to improve the speed and effectiveness of technology delivery.
• Evolve CDT and statewide strategies to ensure stability and continued improvement of systems and services and meet business strategies, and apply the new more iterative methods and best practices to IT project and telecommunications related procurements.
• Establish statewide policies on post-project vendor assessment.
• Evolve procurement methodologies, policies and procedures to ensure that systems supporting Californians are stable and meet business demands.
• Reduce bureaucratic and redundant processes that would allow for parallel processes. Deliver innovative IT and telecommunications solutions that leverage performance-based and benefits-based procurement strategies to minimize the risk to large IT projects and telecommunication goods and services.
• Ensure that procurements are fair, competitive, and compliant with State policy and that the State has the right policy, standards and procedures to conduct IT project and telecommunication procurements.
• Effectively communicate relevant laws, policies and regulations to assist department executives in making business decisions. The incumbent will work closely with high-level executives of other State agencies and departments by involving stakeholders throughout the procurement process to ensure better procurement outcomes. Collaborate with in-house legal staff regarding issues of contract law.

MINIMUM QUALIFICATIONS

Career Executive Assignment (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 that you have 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;
9. Knowledge of the State of California’s complex procurement processes including laws and policies governing those processes.

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 navigate, escalate and lead efforts on complex State entity requests or projects involving multiple entities and enterprise systems.
9. Ability to strategize, plan and execute procurement modernization and continued improvement, including necessary organizational change management.
10. Ability to understand and apply modern software development methods, best practices, software tools, and solutions.
11. Ability to lead detailed conversations about technology decisions, describe the differences between various technology options to technical and non-technical audiences, and assess the value of the technologies being purchased.

12. Ability to lead change within complex organizations and programs.

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 custom

- 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 are desirable qualifications for successful leadership in this position

- Knowledge of the state’s procurement process including laws and policies governing that process.
- Extensive experience in negotiation activities to acquire the right technical solutions, services and goods.
- Ability to establish and maintain effective and beneficial partnerships on behalf of the CDT with state, local, federal governments, the vendor community and private sector, as it relates to IT and telecommunications procurements.
- 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 procurement strategy to assure the best interest of the State of California.
- 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.
- 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 and knowledge with vendor and contract management and performance evaluation.
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) is required to apply for this examination and hiring selection.
- Candidates must prepare a “Statement of Qualifications” not to exceed three pages. This “Statement of Qualifications” is a narrative discussion of the candidate’s education and experience that would qualify them for this Deputy Director, Statewide Technology Procurement, CEA C position.

Each candidate must prepare a Statement of Qualifications document that clearly and concisely identifies experience in the following 3 categories and must be formatted in the same manner as shown below

1. **Policy Influence Experience**
   Describe your experience developing, implementing, and gaining buy-in on policy as it relates to information technology and procurements in the public or private sector.

2. **Experience with Reforms or Optimizing Business Processes**
   Describe your experience leading reforms or optimizing business strategies and processes to improve service delivery, and ensure project and program success. Please include your primary role, responsibility, and how you added value.

3. **Modern Technical Leadership**
   Describe your experience leveraging the principles and practices of modern technology, working with legacy systems, and leading large scale technology purchasing, negotiations, vendor management and contracting.

**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.calhr.ca.gov JC# 240890 or by mail to:

California Department of Technology  
Human Resources Branch, Selection Services  
P.O. Box 1810  
Rancho Cordova, CA 95741-1810  
Attn: Leslie Gibson JC# 240890

or

Hand Delivered to:  
California Department of Technology  
2nd Floor Guard Station  
10860 Gold Center Drive  
Rancho Cordova, CA 95670  
Attn: Leslie Gibson, HR JC# 240890
Questions regarding this examination should be directed to: Leslie Gibson at (916) 431-4053 or e-mail Leslie.Gibson@state.ca.gov

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay (telephone) Service for the Deaf or Hearing impaired
From TDD phones: 1-800-735-2929 From voice phones: 1-800-735-2922
DUTY STATEMENT
DEPARTMENT OF TECHNOLOGY
OFFICE OF STATEWIDE PROJECT DELIVERY
DEPUTY DIRECTOR, STATEWIDE TECHNOLOGY PROCUREMENT
CEA, LEVEL C

Name:
Effective Date:

SCOPE:

Under the general direction of the Chief, Office of Statewide Project Delivery, the Deputy Director is responsible for the Statewide Technology Procurement (STP) and is a member of the California Department of Technology's (CDT) executive staff. The Deputy Director is responsible for setting statewide policy for all reportable information technology (IT) project procurements and telecommunications procurements to ensure that the state's investments in technology are cost effective, coordinated, and achieves California's strategic objectives. The Deputy Director is also responsible for working with other areas of CDT to improve the efficiency, effectiveness and overall success of the State's IT procurement process.

SPECIFIC DUTIES:

30% Develop statewide policy for all reportable IT project procurements and telecommunication procurements, as well as conduct oversight of these procurements. Interpret and implement existing policy, as well as develop new statewide policy as the need arises as a result of changes in the business climate and statewide strategies. Broaden STP's role with improvements to the State's Project Approval Lifecycle process. Evolve CDT and statewide strategies to ensure stability and continued improvement of systems and services and meet business strategies, and apply the new more iterative methods and best practices to IT project and telecommunications-related procurements. Establish statewide policies on post-project vendor assessment.

30% Evolve procurement methodologies, policies and procedures to ensure that systems supporting Californians are stable and meet business demands. Reduce bureaucratic and redundant processes that would allow for parallel processes. Deliver innovative IT and telecommunications solutions that leverage performance-based and benefits-based procurement strategies to minimize the risk to large IT projects and telecommunication goods and services. Ensure that procurements are fair, competitive, and compliant with State policy and that the State has the right policy, standards and procedures to conduct IT project and telecommunication procurements.

30% Serve as a member of the Department's executive staff providing guidance and direction regarding reportable IT project procurements and telecommunication goods and services. Effectively communicate relevant laws, policies and regulations to assist department executives in making business decisions. The incumbent will work closely with high-level executives of other State agencies and departments by involving stakeholders throughout the procurement process to ensure better procurement outcomes. Collaborate with in-house legal staff regarding issues of contract law.

10% Provide executive oversight of the STP's personnel management and administrative responsibilities; evaluate direct reports on completion of their administrative responsibilities; develop and update duty statements as needed, establish performance expectations, complete individual development plans annually, complete probationary reports on a timely basis, and other performance management activities including

Department of Technology
Deputy Director - STP
Duty Statement – 1.8.21
adherence to the State's progressive discipline policy including taking corrective or
disciplinary action as necessary; ensure STP's management makes informed and
defensible personnel management decisions in accordance with department and State
policies, personnel-related laws, civil service rules, and collective bargaining
agreements; effectively contribute to the department's equal employment opportunity
objectives. Ensure that there is a diverse workforce throughout the STP; manage
Division budget preparation and expenditure control including position management
activities and management of vacancies; ensure that Branch Chiefs are doing their part
to facilitate communication throughout the STP; ensure that appropriate measures are
taken when issues and problems arise in the administrative arena; and responsible for
succession planning within STP and ensure there are employees who can perform
multiple functions.

DESIURABLE QUALIFICATIONS:
- Extensive knowledge of the state’s procurement process including laws and policies
governing that process.
- Extensive experience in negotiation activities to acquire the right solutions, services and
goods.
- Broad knowledge and/or experience with IT related procurements and the practices and
processes of Information IT and programs.
- Demonstrated ability to establish and maintain effective and beneficial partnerships on
behalf of the California Department of Technology with state, local, and Federal
governments; the vendor community and private sector, as it relates to IT and
telecommunications procurements.
- 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 procurement strategy to assure
the best interest of the State of California.
- Proven track record of gaining the confidence and trust of individuals in key positions in
the department's customer base.
- Experience and knowledge with vendor and contract management and performance
evaluation.
- 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.)

______________________________  ____________________
Deputy Director, STP                  Date

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