CALCAREERS VACANCY LISTING

To be completed by the Program:

Classification:	Will Also Consider:
Division/Branch:	Working Title (required):
Position Number:	Number of Positions (positions must be identical - i.e.: same supervisor, location, duties, etc. - unless it is a Pool Hiring recruitment):
Telework Eligible: ❑ Yes ❑ No	Location/County:
Tenure: ❑ Permanent ❑ Temporary ❑ Limited Term ❑ Retired Annuitant _____ # of months	Timebase: ❑ Full Time ❑ Part Time (fraction) _____ ❑ Intermittent _____ hours/per _____
Contact Person:	Advertising Period (minimum 10 calendar days):
Hiring Contact: Phone Number: Email Address: Address:	Hiring Unit Job Control Access Request: 1. 2. 3.
Comments/Notes:	

Job Description and Duties (not to exceed 6,000 characters):

Provide a brief description of job duties. Avoid cutting and pasting language straight out of the duty statement. Develop a creative and engaging introductory opening statement and then include required duties and other responsibilities. May also include telework and benefits information in this section. **See job posting sample at the end of this template (page 4).**

Department Information (not to exceed 5,000 characters):

Provide program's mission statement (if appicable).

Desirable Qualifications (optional - not to exceed 5,000 characters):

These qualifications are what you would desire in addition to the minimum qualifications; however, these would not preclude you form interviewing and/or considering a candidate that only met the minimum qualifications. **See job posting sample at the end of this template (page 4).**

Special Requirements (optional - not to exceed 5,000 characters):

<u>Statement of Qualifications / Supplemental Questionnaire</u>
If including a Statement of Qualifications or Supplemental Questionnaire, include instructions for completion. For example: *Statement of Qualification must be no more than two pages in length, size 12-point Arial font.*

Working Conditions (optional - not to exceed 5,000 characters):

<u>This form should be submitted with the RPA package via ServiceNow.</u>

California Department of Social Services is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age or sexual orientation.

Job Posting Sample

NEWLY CREATED JOB BULLETIN

Department of Social Services

Job Classification: Information Technology Specialist II
Working Title: Business Process Improvement Lead

Job Description and Duties

The Information Systems Division (ISD) California Departmental of Social Services (CDSS) is seeking critical thinkers who can identify and improve Information Technology (IT) operations, are highly motivated self- starters, and possess excellent written and oral communication skills. If you enjoy collaborating with IT partners to find ways to streamline processes to make them more efficient, this is the perfect position for you. We have flexible schedules in a hybrid (remote / telework and on campus) work environment.

The Business Process Improvements Lead will organize and lead a systematic approach to analyzing ISD process, identifying opportunities and implement improvements. They will closely interact with various levels of ISD leadership, IT staff, customers, vendors, and subject matter experts throughout CDSS to research, document, analyze, and evaluate processes, as well as identify methods for improvement. You will establish plans and road maps for implementation of agreed-upon recommendations and develop metrics to measure the success of operational improvement effort.

The incumbent will lead and participate in the process to identify and document services and opportunities with enterprise impacts that support ISD and the CDSS. They will also help to mature and promote continual Organizational Process Improvement Methodologies across the enterprise and establish best practices to support and enable consistent and efficient processes.

Benefits: The state offers comprehensive benefits including health, dental, vision, long-term care and disability insurance, as well as paid leave. Please see the Benefits section below for more details.

Click here to view all the attractive benefits available to state employees!

Telework / Remote Work Information: This position has been designated as eligible for telework. The position may require in-person attendance when requested.

Need help understanding the examination and hiring process? Do you have a question about CDSS? We'd love to hear from you! Please contact us at Recruiter@dss.ca.gov. Please include the job classification and job control (JC XXXXXX) number in the subject line.

Departmental Information

CDSS Culture

CDSS' goal is to foster a culture that values diversity, equity, and inclusion within our Department, that actively invites the contribution and participation of all people, and is representative of the varied identities and different perspectives in California. In our role as public administrators, our charge is to ensure that our programs and our workplaces provide all Californians the opportunity to thrive.

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate.

We encourage applications regardless of whether you think you meet 100% of these skills below. Please highlight your knowledge, skills, and experience related to the below desirable qualifications in your application package.

- Ability to exercise initiative, good judgment, honesty, and make timely decisions while maintaining positive and trusting working relationships

- Ability to plan, organize, communicate, and adapt to changing assignments and priorities, and work effectively under pressure to meet deadlines

- Excellent analytical skills with demonstrated ability to work independently, think logically and creatively, apply a range of analytical and research tools, identify gaps and opportunities for improvement, make sound recommendations, and develop business requirements based on the recommendations

- Experience leading large meetings and using strong verbal and written communication skills to present information to all levels of stakeholders, including management, business and technology staff, and solution partners, to prepare and present written recommendations, and to report project information accurately and timely

- Experience working in a team environment, as a coach, mentor, and in a leadership capacity

- Knowledge and understanding or willingness and ability to learn CDSS's organization, business program areas, technology architecture, and processes

- Strong working knowledge and experience in business process improvement and project management technical skills (Business Process Management and Continuous Improvement methodology, Lean, Six Sigma, and Agile)

- Experience gathering, identifying, and analyzing business, functional, and technical system requirements

- Experience using Microsoft Office Suite, MS Teams, Visio, and SharePoint, and data visualization tools such as such as Tableau

To find out more about the Department of Social Services and our current job vacancies, please visit:
GET A JOB WITH CDSS