



Information Technology Specialist 3

Exam Code: 7PB37

Department: State of California

Exam Type: Servicewide, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Information Technology Specialist 3 – \$7,471.00 - \$10,012.00 per month

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **nine (9) months**.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Department of Human Resources

CalCareer Service Center

1810 16th Street

Sacramento, CA 95814

Phone: (866) 844-8671

Email: CalCareer@CalHR.CA.GOV

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

INFORMATION TECHNOLOGY SPECIALIST 3

One year of experience as an Information Technology Specialist 2; **or**

Six years of information technology experience, two years of which shall include performance of highly specialized work in a lead or expert capacity on highly complex or specialized information technology systems or services in one or more of the major [six domains](#) or a closely related or emerging information technology field.

A master's or doctorate degree from an accredited college or university may substitute for four years of the required general information technology experience. A bachelor's degree from an accredited college or university may substitute for three years of the required general information technology experience. An associate's degree from an accredited college may substitute for one year of the required general information technology experience. Only one degree may be used for substitution.

When using education to meet minimum qualifications, education must include 15 semester units (or 22.5 quarter units) of information technology or [closely related course work](#).

POSITION DESCRIPTION

INFORMATION TECHNOLOGY SPECIALIST 3

This is the expert advisor level. Under administrative direction, incumbents demonstrate strategic technical leadership, influence and expertise that drive the organization's use of technology toward constant improvements. Incumbents represent the highest level of expertise available in state service within the Software Engineering, Information Security Engineering, Information Technology Project Management or System Engineering domains. Incumbents develop the enterprise information technology architecture direction of the organization and advise management and executive level staff on governance and policy that support forward movement. Incumbents may have extensive decision-making authority and direct the most critical/complex projects where

the consequence of error may have a serious detrimental effect on the operating efficiency of the organization.

Incumbents may: develop policies and procedures; develop multi-departmental systems; plan, develop, and document policies, requirements, and methodologies; enforce compliance with policies and requirements, and makes recommendations; implement security and privacy controls across multiple information technology disciplines; direct or coordinate duties and responsibilities to project personnel; negotiate with project stakeholders or suppliers; conduct presentations or briefings to executive management; guide the development and elaboration of plans and artifacts; provide leadership, guidance, training, and support to project team members; determine the objectives and measures upon which the project will be evaluated; develop and analyze performance and capacity reports; develop and modify technical specifications; develop and implement standards and controls; contribute in the planning of the overall organizational information technology strategy; design, implement, and maintain system architecture across multiple platforms; and coordinate infrastructure system design, modification, upgrade, and implementation.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received.

Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Information technology concepts, practices, and principles to provide a foundation for technology related work.
2. Principles, techniques, and procedures related to the delivery of information technology services.
3. The System Development Lifecycle including the associated methodologies, tools, and processes.
4. The organization's business processes and procedures.
5. Education tools and techniques.
6. Performance monitoring tools and techniques.

7. Data administration techniques and best practices.
8. Information technology governance principles and guidelines to support decision making.
9. Complex and mission critical business processes and systems.
10. Principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices.
11. System specifications design, documentation, and implementation methodologies and techniques.
12. Emerging technologies and their applications to business processes
13. Business or systems process analysis, design, testing, and implementation techniques.
14. Techniques for assessing skills and education needs to support training, planning and development.
15. Business continuity and technology recovery principles and processes.
16. Principles and practices related to the design and implementation of information technology systems.
17. Information technology systems and data auditing.
18. The department's security and risk management policies, requirements, and acceptable level of risk.
19. Application and implementation of information systems to meet organizational requirements.
20. Project management lifecycle including the State of California project management standards, methodologies, tools, and processes.
21. Software quality assurance and quality control principles, methods, tools, and techniques.
22. Research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes.
23. State and federal privacy laws, policies, and standards.
24. Development and application of technology in the current and future business environment.
25. Emerging technologies and their applications to business processes.
26. Policy development.
27. Applications and implementation of information systems to meet organizational requirements.

Ability to:

1. Research and identify best practice methods and processes to identify current and emerging trends in technology and recommend appropriate courses of action.

ELIGIBLE LIST INFORMATION

A servicewide, open eligible list for the **Information Technology Specialist 3** classification will be established for:

State of California (all State of California departments, statewide)

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

Take the examination for the [INFORMATION TECHNOLOGY SPECIALIST 3](#) classification.

TESTING DEPARTMENTS

State of California (all State of California departments)

CONTACT INFORMATION

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EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

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 the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination 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 in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) 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 laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.