



Exempt Position



GOVERNOR'S EXEMPT APPOINTMENT

THIS AGENCY GUARANTEES EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE 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.

PENDING CONTROL AGENCY APPROVAL

DEPARTMENT: CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY

POSITION TITLE: DIRECTOR, OFFICE OF SYSTEMS INTEGRATION and
AGENCY INFORMATION OFFICER

SALARY: EXEMPT LEVEL D,
\$9,755 - \$10,549 PER MONTH

FINAL FILING DATE: OCTOBER 27, 2008

DUTIES AND RESPONSIBILITIES

The Director, Office of Systems Integration (OSI), is responsible for overseeing all information technology functions within the California Health and Human Services Agency (Agency), its constituent departments and electronic interface partners. Under the general direction of the Agency Undersecretary, Program Support, the incumbent formulates, analyzes, revises, interprets, and evaluates information technology business operations, operational programs and resources for the agency and its constituent departments. The incumbent is also responsible for maintaining a collaborative relationship with the State Chief Information Officer (CIO) regarding information technology related issues with statewide implications. The Director, OSI, serves as the Agency Information Officer, and in this capacity, formulates, analyzes, revises, interprets, and evaluates business operations, operational programs, and IT resources for Agency and its constituents. The Agency Information Officer is responsible for ensuring that the State CIO and the Agency Undersecretary, Program Support, is kept current on all issues and informed of plans and project implementation timelines.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

The position has a wide variety of program responsibilities and is expected to consistently exercise a high degree of initiative, independence, originality and judgment in performing all duties. The duties include, but are not limited to:

- Formulates, analyzes, revises, interprets and evaluates information technology business processes and information technology programs, and transmits related program policy for the Health and Human Services Agency; serves as a communication link on program policy matters associated with information technology projects sponsored by the Agency at its departments; coordinates interdepartmental activities on critical information technology policy issues; and advises the Agency Secretary and constituent department CIOs on significant policy regarding business processes, operational programs and information technology resources. Also collaborates with the State Chief Information Officer regarding information technology-related issues with statewide implications.
- Acts as the executive sponsor of all information technology projects at OSI to ensure that project management activities for the design, development, implementation, and maintenance and operation of IT projects under the jurisdiction of the Health and Human Services Agency are conducted consistent with established project management principles.
- Provides high-level expertise in developing legislative proposals and new programs using information technology. Participates in the development and evaluation of proposed state legislation to assess the impact of information technology upon business processes and operational programs of proposed state legislation; evaluates findings and recommendations of studies about the effectiveness of information technology; attends meetings and negotiations about program and information technology issues with state legislative and executive branch staff, local government officials and provider and constituency organizations.
- Reviews periodic business process reports, operations program reports, legislative reports, controlled correspondence, and proposed regulations having significant impact; identifies problems, recommends changes, and approves reports and proposals; consults with legislative and executive staff on the implementation of proposed or pending legislation, information technology resources, and other policy actions. Collaborates with high-level executive staff from the Department of Finance, the Legislative Analyst's Office, and legislative staff members, on information technology resources related to the Health and Human Services Agency and its constituent departments.
- Plans, develops, organizes and manages information technology resources, reviews departmental information technology planning documents and makes recommendations where interdepartmental or cross-jurisdictional issues have arisen; comments on the impact upon information technology resources of proposed legislation, regulations or policies.

SELECTION PROCESS

A preliminary review of all applications will occur by an Agency screening committee. Only the most qualified candidates will be invited to the interview. The interviews will be held in Sacramento. The Director, Office of Systems Integration, serves at the pleasure of the Governor; therefore, appointment to this position and salary are subject to Governor's Office approval for this exempt position.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. A thorough knowledge of the organization and functions of all programs within the Agency and its constituent departments.
- b. Knowledge of political strategies and maneuvers, fiscal expertise, and the general managerial experience necessary to lead an information technology organization.
- c. Knowledge of, and experience with IT project management theories and practices.
- d. Knowledge of IT trends, technologies, and best practices to recommend improvements to Health and Human Services IT systems and projects.
- e. Ability to plan proactively, react to adversity effectively, and organize, direct, and coordinate multiple IT projects while operating under strict project schedules and deadlines.
- f. Ability to formulate, implement, and evaluate policies relative to a fully functioning information technology organization.
- g. Ability to develop cooperative working relationships with representatives from all levels of government, the public, Legislature, and media.
- h. Ability to effectively present plans and solicit support for IT activities.
- i. Ability to advise Agency executive management on a wide range of IT issues, and formulate and execute effective courses of action to solve or mitigate IT challenges.

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the 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; knowledge of policies and procedures that fall

DESIRABLE QUALIFICATIONS (continued)

within the business or operational areas relating to IT; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

- (2) Ability to plan, organize, and facilitate the work of multidisciplinary professional and administrative staff; ability to develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; ability to resolve conflicts between departments; ability to analyze complex problems and recommend an effective course of action; prepare, review and present reports; and recommend new policies, procedures, and technologies.

The knowledge and abilities indicated above for this position are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager with substantial participation in the formulation, operation, and/or evaluation of information technology program policies. Additionally, candidates must possess experience in the management and/or oversight of complex IT projects.

FILING INFORMATION

All interested applicants must complete the on-line Governor's appointment application at **www.gov.ca.gov**. In addition, the applicant must submit a Summary of Qualifications (SOQ) and a current resumé, specifying how the candidate's background and experience specifically relates to the ability to perform the full and complete duties of the specified position. The SOQ should be no more than three pages in length. The candidate must also include three professional references (names and telephone numbers). Submit all documents to:

California Health and Human Services Agency
1600 9th Street, Room 460
Sacramento, CA 95814
ATTN: Lorna Fong, Assistant Secretary

**Questions regarding the selection process may be directed to
Lorna Fong at (916) 654-3454.**

**REMINDER: YOU MUST COMPLETE THE ON-LINE GOVERNOR'S APPOINTMENT
APPLICATION, LOCATED AT: www.gov.ca.gov**