

STATE OF CALIFORNIA



An Equal Employment Opportunity employer to all regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

INVITES APPLICATIONS FOR

Director

Division of Enterprise Information Services

***This position is Senate Confirmable**

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

MONTHLY SALARY: \$10,645 - \$11,510

PLEASE NOTE that the actual monthly compensation to be paid to the successful candidate will be determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations and will be at the discretion of the Governor's Office.

**FINAL FILING DATE:
October 31, 2014**

Under the direction of the Undersecretary, Administration and Offender Services, Department of Corrections and Rehabilitation, the Director, Division of Enterprise Information Services is responsible for managing information technology (IT) activities throughout the Department and its interface partners.

Typical duties include:

- Formulates, analyzes, revises, interprets and evaluates business processes and operational programs. Serves as a communication link with constituent departments, control agencies, and interface partners on program policy matters. Advises the Secretary, Undersecretary, Administration, and departmental management staff on significant policies regarding business processes, operational programs and IT resources.

- Plans, develops, organizes and manages IT resources; develops, implements, and manages a Department level Strategic IT Plan that impacts the Department and its stakeholders; reviews departmental IT planning documents; and makes recommendations where interdepartmental or cross jurisdictional issues have arisen; and provides independent oversight of critical IT projects.
- Provides high-level expertise in developing legislative proposals and new programs in the areas of IT. Comments on proposed legislation, regulations, or policies that have an impact on IT resources. Evaluates findings and recommendations of studies about the effectiveness of IT. Attends meetings and negotiations regarding program and IT issues with state legislative and executive branch staff, local government officials, and provider and constituency organizations. Reviews periodic business process reports, operations program reports, and controlled correspondence.

DESIRABLE QUALIFICATIONS

- Five years work experience in a Senior IT Management position, involving the principles, practices and methodology of IT systems and processes.
- Administrative experience in a managerial capacity with responsibility for the development, execution, and evaluation of major programs, policies, staff development, and team building.
- Knowledge of and experience in interfacing multifaceted IT programs.
- Demonstrated experience communicating effectively, both orally and in writing, with other agencies, including state, federal, and/or local agencies on matters related to IT.
- Ability to analyze complex IT issues or problems and establish solutions to those issues.

ADDITIONAL QUALIFICATIONS

- Experience in policy setting and strategic management.
- Experience in administrative management, personnel management and leadership which demonstrates the ability to plan, organize, and direct multidisciplinary staff and be knowledgeable of appropriate techniques in the areas of establishing partnerships, selection, training, motivating staff, recognition, and progressive discipline; and a manager's role in and effectively contributing to the Department's equal employment opportunity objectives and mission using tact and persuasiveness in achieving results.
- Ability to perform high administrative and major policy influencing functions effectively, including knowledge of the legislative and regulatory processes, and develop positive cooperative relationships with a wide variety of customers and stakeholders.
- Ability to analyze complex problems and recommend effective courses of action, make independent, sound, ethical decisions regarding highly sensitive matters and maintain confidentiality using collaborative, evidence-based processes.
- Demonstrated leadership, flexibility and judgment in managerial and program administration, budget management, and accountability necessary to perform in the capacity of the Director, Division of Enterprise Information Services.

- Knowledge of principles, practices, and trends in public administration, organization, and management; techniques of organizing, program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development.
- Knowledge of federal, state and local laws and regulations; experience in Strategic and Tactical Planning; and the ability to develop and lead initiatives that advance the organization towards its mission and successfully manage associated transitions in the workplace with minimal disruptions; and manage operations within budget and use methods to adjust appropriately, understand, manage and communicate financial information.
- College Degree in Computer Science or related discipline.

COMPENSATION AND BENEFITS

The State of California benefit package may include:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Professional Development Day – two days per fiscal year
- Medical, dental and vision insurance
- Life insurance basic coverage of \$50,000 for managers and \$25,000 for supervisors, confidential and excluded employees.
- 11 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the California Department of Human Resources.

THE DEPARTMENT

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all resumes following the final filing date. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Director, Division of Enterprise Information Services serves at the pleasure of the Governor and is an "Exempt" position, therefore appointment to this position and salary are subject to executive approval.

HOW TO APPLY

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office. Qualified persons must also submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Grace Ruiz, Executive Appointments Unit, Office of Workforce Planning, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 101-N, Sacramento, California by October 31, 2014. For further information regarding this position, please contact Grace Ruiz at (916) 324-6370 or Grace.Ruiz@cdcr.ca.gov .

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: www.gov.ca.gov or www.gov.ca.gov/appointments

Note: If you previously submitted a Governor's application online for an Exempt position, it is not necessary to complete another online application. However, you must submit a letter of interest to the Office of the Governor, State Capitol Building, Sacramento, CA 95814 (Attn: Appointments Office). The letter of interest must state the position(s) for which you are interested in if it has changed from when you originally submitted the online application, along with a current resume. You must also submit your resume and references to the Executive Appointments Unit as noted above in "How to Apply."

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

*Vision: The overarching **vision** is to end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides intervention to at-risk populations and quality services from the time of arrest that will assist our clients in achieving successful reintegration into society.*

*Mission: The overarching **mission** is to improve public by safety through evidence-based crime prevention and recidivism.*