

Data Processing Manager III
Administration Division
Permanent – Full-Time
Position Number 339-100-1393-900

SALARY RANGE: \$7,665 – \$9,138

DUTIES: Under the general direction of the Deputy State Auditor, Administration, the incumbent is responsible for the management and operational activities of the information technology (IT) services unit and oversees the performance of three professional IT staff. Duties include but are not limited to the following tasks:

Supervision/Administration (45%)

- Manage the day-to-day operations of the IT services unit including directing and guiding staff who support application design and implementation, network/server administration, user support, telecommunications, training, inventory, etc.
- Prioritize and manage project activities and resources to ensure alignment with organizational goals and objectives.
- Manage IT-related contracts and oversee IT purchasing in compliance with office policies.

Application Design and Implementation (25%)

- Provide mastery-level expertise in developing and implementing new, complex, and flexible applications on very short deadlines. Consult with customers and create cost effective implementation strategies that best accommodate their particular business needs.
- Provide leadership and mastery-level support for planning, installation, maintenance and problem determination. Investigate, determine, and develop ways to automate the office's business processes through new programs.

Chief Information Officer (CIO) (10%)

- Develop and implement all IT policies, goals and strategies for the office.
- Determine the need and oversee the implementation of hardware/software conversions and upgrades.
- Direct and oversee the initiation, planning, analysis, design, development, testing, and implementation of products and services in accordance with industry best practices.
- Set priorities, goals and resources to meet service needs that align with organizational objectives.

Information Security Officer (ISO) (10%)

- Analyze and implement all complex security changes.
- Develop, implement, and ensure staff is aware of information security policies, practices, and guidelines that help to ensure the integrity, confidentiality, reliability, and appropriate use of all office information assets.
- Approve all data security plans for individual audits. Assist the office with security/privacy issues when dealing with sensitive and confidential auditee information.
- Manage project(s) risks, issues, and develop risk mitigation and contingency strategies to ensure successful project implementation.

IT Support (10%)

- Act as a backup resource to any and all functions within the IT services unit including duties related to network administration, and help desk/user support.

DESIRABLE QUALIFICATIONS:

- Knowledge of information technology best practices and the principles of systematic problem solving.
- Experience planning, organizing, and directing the work of professional IT staff.
- Experience with establishing policies and standards and implementing process improvement projects.
- Knowledge of the principles of project management, database management, and IT systems design.
- Skill to think strategically to provide innovative solutions to critical business problems.
- Ability to establish and maintain cooperative working relationships with all levels of staff and management in order to participate on projects, coordinate and partner effectively with peers, users, developers, management, executives, and others.
- Ability to work well under pressure, meet deadlines, and adapt to changing priorities.
- Ability to exercise a high degree of initiative, independence of action, and originality.
- Possession of excellent communication, writing, and analytical skills.

HOW TO APPLY: Mail a signed standard state application (Std. 678) to the address below.

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Marya Liberty
(916) 445-0255, ext. 215
MaryaL@auditor.ca.gov

FINAL FILING DATE: NOVEMBER 2, 2016

Mailed applications must be postmarked by the final filing date. Hand-delivered applications must be submitted by 5:00 p.m. on the final filing date. **Late Applications will not be accepted for any reason.**

SELECTION PROCESS: Current state employees with status in the Data Processing Manager III classification, lateral transfers from an equivalent classification, former state employees who can reinstate into this classification, and persons reachable on the Data Processing Manager III eligibility list may apply.

All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed.

Any applicant receiving a conditional job offer will be subject to a background check, fingerprinting and an inquiry to the CA Department of Justice to disclose criminal records prior to appointment.

All State Auditor's Office employees are excluded from collective bargaining.

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 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.