



Financial Information System for California

**CAREER EXECUTIVE ASSIGNMENT
JOB EXAMINATION ANNOUNCEMENT**

JC-27504 - Deputy Director, Project Delivery (CEA B)

Final Filing Date:Until Filled

Equal Opportunity Employer

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

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 illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Position Details

Job Control #:	JC-27504
Position #(s):	333-400-7500-005
Working Title:	Deputy Director, Project Delivery (CEA B)
Classification:	C. E. A. \$6,453.00 - \$14,409.00 (Salary Range CEA B: \$ \$8,985.00 - \$10,703.00)
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Career Executive Assignment - Non Tenured, Full Time

Department Information

FI\$Cal is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Department Website: <http://www.fiscal.ca.gov/careers/>

Job Description and Duties

Under the administrative direction of the Financial Information System for California (FI\$Cal) Chief Deputy Director, the FI\$Cal Deputy Director, Project Delivery Division (PDD) fulfills a significant leadership role for a business transformation and information technology project of significant scope, complexity, and sensitivity. The Change Management and Functional Services Offices report directly to the Deputy Director, Project Delivery Division.

Working Conditions

The incumbent will need to be on-site at the Project to carry out the Deputy Director, Project Delivery duties. The sensitivity of the project may require excess hours to be worked to achieve project schedule requirements. The incumbent should be available to travel as needed.

Special Requirements

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- The position(s) requires incumbents pass a Background Investigation prior to being hired. The Background Investigation may include Criminal Background, Fingerprinting, and a review of any governmental records.

Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered.

Final Filing Date: Until Filled

Who May Apply

Individuals who are eligible to be appointed to this Career Executive Assignment (CEA) by the State of California.

How To Apply

Completed Examination/Employment Application (STD 678) and applicable or required documents must be submitted to apply for this Job Posting. A completed copy of the Application Packet listing must be included, when submitting your application in hard copy.

Address for Mailing Application Packages

You may mail your application and any applicable or required documents to:

Financial Information System for California
Attn: Human Resources Office
2000 Evergreen Street
Suite 120
Sacramento CA, 95815

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

FI\$Cal - Human Resources Office
2000 Evergreen Street
Suite 120
Sacramento CA, 95815

08:00 AM - 05:00 PM

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678. All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Statement of Qualifications - A Statement of Qualifications is a narrative discussion specifying how your background and experience relates to the duties of the specified position. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concise in writing (no more than three pages in length with a font size no smaller than 12 point). Please see below for information regarding the Statement of Qualifications. NOTE: Resumes are optional and do not take the place of the Statement of Qualifications.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Examination Qualification Requirements

This position requires an examination to be appointed. Applicants must meet the Minimum Qualifications for the Position in order to compete in the examination.

All applicants must possess the knowledge and abilities, and any other requirements, described in this announcement.

Note: Eligibility to take a CEA examination does not require current permanent status in the civil service.

General Qualifications

State civil service employees must possess essential general qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Knowledge and Abilities

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

Knowledge of:

- The organization and functions of California State Government including organization and practices of the Legislature and Executive Branch
- Principles, methods, techniques and tools for the effective management of projects from initiation through implementation
- Principles and practices of organizational change management Classification and compensation concepts and practices
- Performance management practices
- Principles and practices of project management Inputs that drive change and when to engage those inputs into the change management strategy Matrix organization management

Ability to:

- Develop and implement well-informed policies and procedures and evaluate program effectiveness
- Supervise and direct the work of others
- Identify and establish performance objectives and develop effective performance measurements
- Achieve defined objectives in a timely and cost effective manner
- Provide change management coaching to key stakeholders (project team leaders/team members, executives, HR team, and others as required).
- Apply change management methodology, knowledge, skills, tools and techniques to transformational projects to enable project success
- Execute and alter change management plans based on results of measurements (e.g. change readiness surveys) as well as project results
- Provide input to project plans
- Monitor project activities and resources to mitigate risk
- Contribute to quality assurance
- Give presentations or briefings on all aspects of the project

- Work effectively with others in a team environment
- Communicate effectively both orally and in writing
- Perform public speaking engagements in both an informative as well as persuasive fashion
- Meet tight timelines/deadlines and work under stress
- Plan, coordinate, and organize own work and work of others to meet timeframes
- Analyze information from multiple sources and make effective recommendations for action
- Develop and mentor leadership skills in others

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A - Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B - Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C - Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

Examination Information

If you meet the requirements stated in this announcement, you may take this competitive examination. Possession of the Examination Qualifications requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of others who take this examination, and all successful candidates will be ranked according to their scores.

A minimum rating of 70% must be attained in the Examination to obtain list eligibility for this position. All candidates will receive written notification of their examination results.

The results of this examination will be only be used to fill this position. Applications will be retained for twelve months.

Hiring interviews for the Job may be conducted with the most qualified candidates.

The examining Department 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 law and rules and all competitors will be notified.

Special Testing Arrangements

If you have a disability and need special testing arrangements, answer the Reasonable Accommodations question appropriately on your Application (STD 678). You will be contacted to make specific arrangements. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this announcement.

Benefits

Free Parking!

Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

- **Department Website:** <http://www.fiscal.ca.gov/careers/>
- **Human Resources Contact:**
Human Resources Office
(916) 576-5240
hr@fiscal.ca.gov
- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

EEO Officer
(916) 576-5240
EEO@fiscal.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

Statement of Qualifications

Responses should be complete, specific, clear, concise, and include examples. Resumes will not take the place of an SOQ. Responses should be numbered in the same order as listed below:

1. Demonstrated well developed project management knowledge, skills and abilities. Experience and understanding of the principles of project management, principles and complexities of business transformation/change management and their application in complex enterprise systems.
2. Expertise in developing and implementing well-informed change management program, policies and procedures in a project of significant size and scope.
3. Effective oral communication skills as demonstrated by strong negotiating skills.

4. Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
5. Knowledge of the vision, goals and objectives of the FISCAL Project and the business transformation challenges of the project.
6. Experience analyzing administrative, organizational and operations problems, procedures and practices, and developing creative, timely and economical solutions.
7. Knowledge of matrix organization management.
8. Knowledge of the principles and practices of Human Resources including the manager's role in the Equal Employment Opportunity Program.