



**CALIFORNIA STATE LIBRARY
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. 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.

DEPARTMENT:	California State Library	RELEASE DATE:	Friday, May 15, 2015
POSITION TITLE:	Chief Information Officer, Information Technology Bureau	FINAL FILING DATE:	Friday, June 12, 2015
CEA LEVEL:	CEA A	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$6,296.00 - \$9,051.00 / Month	BULLETIN ID:	05152015_3

POSITION DESCRIPTION

The California State Library's (CSL) Chief Information Officer (CIO) is responsible for providing oversight to the department's Information Technology Bureau (ITB) and is accountable for ensuring adherence to the California Department of Technology's Federated Information Technology Model, which expands oversight responsibilities to any interface partners, department and state-wide. The incumbent interprets, formulates and implements State and Departmental Information Technology policies and procedures at the direction of the Department of Technology and the State Librarian. The CIO advises the State Librarian, Deputy State Librarian and the Executive Management Team on department-wide Information Technology matters and ensures that the ITB meets its objectives according to departmental and control agency guidelines. The CIO ensures that the library complies with statewide Information Technology strategic plans, policies and standards. As a member of senior management, the CIO participates in the State Library's strategic planning and helps define the library's mission in relation to the rest of state government including appointed and elected decision-makers.

PERSONAL CHARACTERISTICS:

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CSL's strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

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:

(1) Knowledge of the organization and 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; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

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.

DESIRABLE QUALIFICATIONS

- Strong leadership skills and demonstrated ability to function effectively as a member of a top management team.
- Strong management skills and demonstrated ability to oversee the work and performance of professional information technology staff, consistent with the goal of providing high quality client service.
- Demonstrated ability to work well in a team setting.
- Possess excellent oral and written communication skills demonstrating the ability to be a leader and motivator as well as use tact and persuasiveness to achieve.
- Demonstrated ability to deal with a variety of public and private persons and groups in matters of significant political and economic sensitivity.
- Interact effectively with staff, executive management, state agencies, the public and federal and state authorities.
- Knowledge of the state budget process, personnel management and business services as well as a working knowledge of the legislative process.
- Knowledge of Information Technology application development methodologies necessary to implement large systems.
- Knowledge of the state's Information Technology policies and procedures.
- Demonstrated knowledge of policies and operational activities that ensure the successful implementation of the department's Information Technology initiatives.
- Ability to monitor progress, scope and costs of systems in development and maintenance.
- Ability to review production and assign priorities and staff to meet changing requirements.
- Ability to participate in the departmental budgetary process and work with state and federal control agencies to ensure resources are allocated to meet program needs.
- Working knowledge of human resources policies and practices.
- Knowledge and experience in Information Technology project management.
- Knowledge and experience in Digitization for public access.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Information Officer**, with the **California State Library**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an evaluation of the candidate's application and Statement of Qualifications (SOQ). The minimum and desirable qualifications listed on this bulletin will be used to screen and evaluate the application and SOQ, therefore, it is critical that each applicant include specific information on how his/her background, knowledge, abilities and personal characteristics meet the minimum qualifications and desirable qualifications. The SOQ may also serve as documentation of the candidate's ability to present information clearly and concisely in writing, since this is a critical factor to successful job performance. The SOQ may be the only basis for the candidate's final score and rank on the eligible list. Candidates will be ranked competitively, and each candidate will be notified in writing of his/her examination results.

Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

FILING INSTRUCTIONS

Application packages must be received by 5:00 p.m. on June 12, 2105, the final filing date. Applications packages received after June 12, 2015, will not be accepted, regardless of postmark; personally delivered, e-mailed, or interagency mail received after the final filing date will not be accepted. Faxed application packages will not be accepted. The standard State application is available on the California Department of Human Resources' web site at <https://jobs.ca.gov/pdf/std678.pdf>.

Interested applicants **must submit** an application package that includes:

- A completed, signed and dated standard state application (Std. Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The SOQ serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed no more than two pages in length and no less than 12 font.
- A current resume. A resume does not take the place of a SOQ.
- Names and telephone numbers of at least three professional references.

Applications must be submitted by the final filing date to:

California State Library
Human Resources Services Office
P.O. Box 942837
Sacramento, CA 94237-001
Attention: Liz Vierra

ADDITIONAL INFORMATION

Address for Hand-Delivery: HRSO Drop Box, California State Library, 900 N Street, First Floor, Sacramento, CA 95814.

Questions regarding this examination should be directed to Liz Vierra at (916) 651-8341 or email: Elizabeth.Vierra@library.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this 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 on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The California State Library 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 competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/7500.aspx>

California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922