



**DATA PROCESSING MANAGER I
9PB14-01
DATA PROCESSING MANAGER II
9PB14-02**



Open-Continuous-Statewide

AN EQUAL OPPORTUNITY EMPLOYER 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 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.

EXAMINATION TYPE	This is an open statewide examination. Applications will not be accepted on a promotional basis. Career credits do not apply.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated on this bulletin may apply and take this examination at any time. Once you have taken the Training and Experience Evaluation Examination, you may NOT retest for nine (9) months.
HOW TO APPLY	<p>The Application and the Training and Experience Evaluation will be available on a continuous basis on the internet.</p> <p>Applicants will respond to questions regarding their ability to meet minimum qualifications, provide their contact information and take the Training and Experience Evaluation on the Internet.</p> <p>DO NOT SUBMIT A STATE APPLICATION FORM. THE APPLICATION FORM FOR THE DATA PROCESSING MANAGER I AND II SERIES EXAMINATION IS CONTAINED IN THE INTERNET PROCESS.</p> <p>If you do not have internet access, there are public access terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage. DO NOT contact the State Personnel Board for this information. The State Personnel Board Service Center, located at 801 Capitol Mall, Sacramento, CA does have Internet terminals that are available for public use at no cost. For more information contact the Service Center at 916-653-1705.</p> <p>You may preview the examination on the Internet by connecting to: https://exams.spb.ca.gov/exams/dpm12/pdf/exam_questions.pdf</p> <p>You may apply and take the examination on the Internet by connecting to: http://exams.spb.ca.gov/exams/exam_start.cfm</p>
APPLICATION DEADLINE	CONTINUOUS FILING
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, call the State Personnel Board's Examination and Selection Services Section at 916-653-1502, Telecommunications Device for the Deaf (TTY) at 916-654-6336, or via California Relay (Telephone) Service for the deaf or hearing impaired: from TTY phones: 1-800-735-2929, for voice phones: 1-800-735-2922.</p> <p>-CONTINUED ON NEXT PAGE-</p>

CONTINUOUS FILING

SALARY RANGE	DATA PROCESSING MANAGER I - \$5,318 - \$6,789 DATA PROCESSING MANAGER II - \$5,849 - \$7,464
ELIGIBLE LIST INFORMATION	An open eligible list will be established for all State agencies/departments. Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.
POSITION DESCRIPTION	<p>DATA PROCESSING MANAGER I This is the first full management level responsible for planning, organizing, coordinating and reviewing the activities of a data processing staff through subordinate supervisors or may (1) direct all activities in a small EDP organization with responsibility for any combination of analysis, programming, processing, computer operation, and related functions, or (2) direct a group of data processing analysts at the journey person level.</p> <p>DATA PROCESSING MANAGER II The is the second level of management in a medium to large EDP organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related EDP functions or may (1) direct a large unit of analysts or programmers, or (2) direct a combination of EDP functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex EDP organization, or (4) direct the computer operations of a large to very large EDP organization serving multiple departments.</p>
MINIMUM QUALIFICATIONS	<p>All applicants must meet the Minimum Qualifications on the date of submission of their application for examination. Qualifying experience may be combined on a proportionate basis to meet 100% of the minimum qualifications stated below.</p> <p>Data Processing Manager I</p> <p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.</p> <p style="text-align: center;">Or II</p> <p>Experience: Four years of progressively responsible experience in EDP systems design, programming, or operations, at least two years of which shall have been in a supervisory assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.) and</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p> <p style="text-align: center;">-CONTINUED ON NEXT PAGE-</p>

<p>MINIMUM QUALIFICATIONS (Continued)</p>	<p>Data Processing Manager II</p> <p style="text-align: center;">Either I</p> <p>One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Data Processing Manager I.</p> <p style="text-align: center;">Or II</p> <p>Experience: Five years of progressively responsible experience in EDP systems design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.) and</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)</p>
<p>TEST SCOPE</p>	<p>Scope: The examination for the Data Processing Manager I and Data Processing Manager II will be weighted 100% Training & Experience Supplemental Application and will evaluate candidates education and experience based on the following knowledge and abilities:</p> <p>DPM I & II</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Equal Employment Opportunity (EEO) policies to ensure compliance and maintain a work environment free from harassment and discrimination. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Assign and delegate work to others. 2. Monitor the work of others to ensure that it meets quality, quantity, and timeliness standards. 3. Plan, organize, lead, and oversee the work activities of others. 4. Establish and maintain priorities and expectations with others. 5. Develop policies and procedures to provide for the effective operation of the organization. 6. Lead organizational change. 7. Facilitate teams and groups to meet organizational goals and objectives. 8. Plan, coordinate, and direct the activities of IT staff to deliver customer services. 9. Facilitate meetings with stakeholders (e.g., Subject Matter Experts, staff, vendors, etc.) to resolve complex IT related problems. 10. Develop presentations for delivery to various audiences. 11. Lead others in supporting the organization’s mission and/or vision. 12. Work with stakeholders at all levels to achieve the organization’s strategic direction, goals, and objectives. <p style="text-align: center;">-CONTINUED ON NEXT PAGE-</p>

<p>TEST SCOPE (CONTINUED)</p>	<p>DPM II Only</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles, practices, and trends of strategic and tactical planning. 2. Principles, practices, and trends of organizational management. 3. IT procurement processes to justify and secure resources. 4. Project management methods and techniques to effectively oversee projects to successful conclusion. 5. Project oversight principles, policies, techniques, and methods in order to ensure the successful completion of projects. 6. System Development Life Cycle (SDLC) principles and best practices. 7. IT governance, principles, and guidelines. 8. Various IT disciplines and functions such as network administration, application development, servers and systems, mainframe administration, business consulting, helpdesk services, and database administration. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Manage the performance of contract vendors, consultants, and technical specialists. 2. Resolve performance problems with staff. 3. Determine and apply appropriate disciplinary action to employees in the organization. 4. Evaluate staff performance using objective measures to provide feedback and guidance. 5. Apply the principles of information security as they relate to the protection of IT assets. 6. Develop and establish IT tactical directions. 7. Interpret and apply the department's strategic plan (e.g., mission, vision, values, goals and objectives) to align unit and section goals with organizational direction.
<p>VETERANS' PREFERENCE</p>	<p>Veterans' Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>
<p>QUESTIONS?</p>	<p>If you have any questions concerning this announcement, please contact the State Personnel Board, Examination and Selection Services Section, 801 Capitol Mall, Sacramento, CA 95814, (916) 653-1502, TTY (916) 654-6336.</p> <p style="text-align: center;"><i>-CONTINUED ON NEXT PAGE-</i></p>

GENERAL INFORMATION

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board 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.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in/from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and finger printing may be required.

CALIFORNIA STATE PERSONNEL BOARD

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