**Not Your Average State Agency**

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering $1.8 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

**Not Your Average IT Shop**

The Project Management Office (PMO) Manager is a member of the Information Technology Services Division (ITSD) Management Team comprised of five highly motivated, collaborative professionals. We are searching for a self-starter, creative thinker with a positive attitude to join our team. Our focus is on providing excellent customer service. We strive to hire the best and brightest staff. We coach, mentor and guide staff to become the best they can be.

Can you work under pressure and come up with innovative solutions to new problems? Are you willing to work in a small team and push everyone to be the best that they can be? Do you love learning new things and expanding your knowledge? If so, the ITSD Management Team might be the right fit for you.

**Highlights of the Job**

- Recruit, hire, train, plan, manage, organize, direct and coordinate a team of six technical analysts.
- Ensure the successful completion of the most complex medium to large size enterprise projects involving the most complex information technology systems.
- Interact with diverse technical and non-technical groups, spanning all organizational levels.
- Manage contractors, evaluating and monitoring performance and deliverables.
- Identify metrics and drive initiatives to improve the quality of ITSD services.
- Be the Contract Manager for the Grant Delivery Modernization Project, which will replace the existing legacy system.

**Minimum Qualifications**
Preferred Qualifications

- Project Management Professional (PMP) or equivalent certification.
- Knowledge and experience of the system development life cycle.
- Must have the ability to reason logically and creatively and use a variety of analytical and research techniques to solve complex problems; analyze situations and propose an effective course of action; analyze data; identify the need for and provide creative thinking related to complex problems, develop and evaluate alternatives.
- Must have the ability to establish and maintain cooperative working relationships and to use interdisciplinary teams effectively in conducting the project.
- Must communicate effectively both verbally and in writing with a variety of audience types using different mechanisms including informal updates, formal presentations, business case documents, and other analytical and technical documents.
- Knowledge and experience utilizing the Project Management Body of Knowledge (PMBOK) and/or the California Project Management Methodology (CA-PMM) to initiate, plan, execute, control, and close IT projects within the last three years.
- Strong writing, communication, analytical and organizational skills.
- A willingness to learn new things and embrace change.
- An ability to perform well under pressure on time-sensitive and high priority projects.
- Experience in the State procurement process including the development of a Statement of Work.

Who Should Apply

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a Data Processing Manager II position. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Please reference RPA #15-017, Position # 270-701-1384-XXX, Data Processing Manager II, in the ‘Job Title’ section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the “minimum qualifications” to determine whether transcripts may be needed.

Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how the candidates’ education, training, experience, and skills qualify them for the position. The SOQ should be typed and no more than two pages in length. Applications received without an SOQ will be rejected.

How to Apply/Final Filing Date

Applications, resumes, and SOQs will be accepted “Until Filled”, and can be submitted by mail to:

California Student Aid Commission
ATTN: Recruitment, Personnel Services
P.O. Box 3210
Rancho Cordova, CA 95741-3210

Applications will not be accepted by fax or e-mail. AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARRITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. 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.
I. Position Identification: Data Processing Manager II

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<th>Employee Name:</th>
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<tr>
<td>Classification:</td>
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<tr>
<td>Working Title:</td>
<td>Project Management Office Manager</td>
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<td>Position Number:</td>
<td>270-701-1384-XXX</td>
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<td>Location:</td>
<td>11040 White Rock Rd.</td>
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<td></td>
<td>Rancho Cordova, CA 95670</td>
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<td>License/Other Requirement:</td>
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<td>Date Prepared:</td>
<td>July, 2015</td>
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Function: (Summary of Responsibilities)

Under the Chief Information Officer, Information Technology Services Division, the incumbent is the manager of technical analysts responsible for all phases of the Project Lifecycle and System Development Life Cycle. The incumbent will communicate a clear vision, set expectations, provide leadership, motivate the project team at all levels, and exercise sound judgment in managing CSAC enterprise initiatives.

Reporting Relationships:
Reports directly to: Chief Information Officer.

II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission’s central mission is to make education beyond high school financially accessible to all Californians.

As a valued member of the Information Technology Services Division team, you make it possible for the California Student Aid Commission (CSAC) to improve by providing expert level consultation, being innovative, resourceful, and flexible, reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly, and with respect. Your efforts are important to each member of the team, as well as the students and schools we serve.
III. Essential and Non-Essential Job Functions:

**Essential Functions:**
*Candidates must be able to perform the following functions with or without reasonable accommodations.*

35% Recruit, hire, train, plan, manage, organize, direct and coordinate a team of six technical analysts who follow standard project management methodologies according to the Project Management Body of Knowledge (PMBOK) and the California Project Management Methodology (CA-PMM). Ensure that assigned projects are defined, developed, tested, documented and implemented following quality standards and scheduled timelines. Carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

20% Ensure the successful completion of the most complex medium to large size enterprise projects involving the most complex information technology systems. Leads and monitors all phases of the project, from scope, schedule, budget, and resources following the CSAC project management and Systems Development Life Cycle (SDLC) methodologies. Identify and manage risks and issues. Gather, write, and communicate project information to project stakeholders. Responsible for completion of all project deliverables. Leads and manages teams of business analysts, system engineers, system architects, subject matter experts, external entities, and user acceptance testers. Participate in or lead discovery efforts for potential projects. Develops and monitors project success metrics. Conducts lessons learned following the close of the project.

10% Manage project vendors to produce and ensure contract deliverables are timely, meet the contractual obligations, and are under cost thresholds. Analyze, review, evaluate, select, and approve vendor proposals. Evaluate and monitor vendor for performance.

10% Manage the CSAC Project Status Dashboard. Coordinate with other ITSD Managers to obtain the current status of all IT projects. Prepare and deliver status reports and presentations to clients, project team, technical colleagues, Executive Steering Committee (ESC) and external stakeholders, on project status, project issues and timelines. Attend ESC meetings to present requests for new projects and provide a status on active projects.

10% Participates in quality assurance peer reviews of project management documentation, business requirements, use cases, user stories, technical specifications, test documentation and presentation materials to ensure that the documents meet the project management and/or Systems Development Life Cycle (SDLC) methodology standards. Ensure that the information presented is accurate and interpreted correctly.

5% Establish a project management methodology for use through the organization and reviews project plans to ensure consistency with the organization’s project management methodology. Continually improves project management practices based on project management best practices, new ideas, barriers and risks.

5% Support the development and growth of information technology service management in the ITS Division using the Information Technology Infrastructure Library (ITIL) framework to improve the delivery of services and information to our internal and external stakeholders. Develops continuous process improvement initiatives. Contributes to the development and administration of Information Services projects, policies, procedures and standards.

**Non-Essential Functions:**

5% Other duties as required.
IV. **ADA Requirement:**

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

V. **Physical Requirements:**

Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods.

Duties require the incumbent to sit for extended periods of time to operate a computer; sit, stand, speak, see, and hear presentations and participate and/or facilitate meetings, conferences, and workshops; frequent keyboard entry, telephone; grasp and handle papers, small objects and large manuals; reach to file above shoulder level; bend/stoop to file below waist level; and occasionally lift up to ten pounds. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VI. **Working Conditions:**

Employee’s work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations. The work environment is fast-paced and requires considerable flexibility in managing time, priorities, and assignments. It can be demanding and/or stressful.

VII. **Attendance:**

Must maintain regular and acceptable attendance at such level as is determined in the Commission’s sole discretion.

VIII. **Signature**

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

**Applicant/Employee Certification of Essential Functions:** I certify that I 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 as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

| Employee Signature | Date | Supervisor Signature | Date |

*Duties of this position are subject to change and may be revised as needed or required.*