



COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR INFORMATION TECHNOLOGY MANAGER

SALARY: \$12,151.26 - \$18,897.70 Monthly
\$145,815.12 - \$226,772.40 Annually

DEPARTMENT: PUBLIC SOCIAL SERVICES

OPENING DATE: 06/17/22

CLOSING DATE: 07/05/22 05:00 PM

POSITION/PROGRAM INFORMATION:



FILING DATES:

Applications will be accepted starting Tuesday, June 21, 2022, 8:00 a.m., PT through Tuesday, July 5, 2022, 4:59 p.m., PT.

EXAM NUMBER:

42619B

SPECIAL SALARY INFORMATION:

Management Appraisal of Performance Plan (MAPP): This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations. This classification is compensated at the S14 salary level.

TYPE OF RECRUITMENT:

Open Competitive Job Opportunity

APPLICANTS MUST MEET THE MINIMUM REQUIREMENTS BY THE LAST DATE OF FILING

COVID-19 VACCINATION REQUIREMENT:

All County workforce members must be fully vaccinated against COVID-19 as a condition of employment. Successful candidates for this position will be required to submit proof of vaccination against COVID-19 or request an exemption for qualifying medical or religious reasons during the onboarding process. Candidates should not present proof of vaccination until instructed to do so by the hiring department.

WITHHOLD:

No withhold will be accepted for this examination.

DEFINITION:

Under broad, executive direction, is responsible for a major Information Technology Division within a County line department, overseeing the full systems development life cycle management of major projects/programs, unique in complexity and scope, with enormous, far-reaching impact to County residents and program funding sources.

CLASSIFICATION STANDARDS:

This position reports to the Department of Public Social Services (DPSS) Chief Information Officer, and is responsible for planning, organizing, and directing the activities of the managers and staff, within the Eligibility Systems Division. This position is responsible for ensuring the continuous delivery of automated public assistance services through effective management of all technical and financial aspects associated with multiple public assistance case management systems. Incumbents must possess the skills necessary to manage major information technology projects including systems requirements analysis, design, development, testing, implementation, maintenance, conversion, cut-over, and retirement of existing legacy case management systems supporting the Department of Public Social Services. This position may also function as an associate Chief Information Officer of the Department.

ESSENTIAL JOB FUNCTIONS:

Provides oversight for systems replacement procurements and associated implementation projects including all systems implementation phases from vendor selection through enterprise-wide deployment, plus ongoing systems maintenance including evolutionary improvements of the newly implemented solution.

Analyzes and assesses current and proposed plans; oversees and manages the development, design, implementation, and maintenance of automated information systems to ensure achievement of strategic long-range information requirements, and integrates plans into overall strategic departmental plans.

Oversees the development and delivery of training programs for management and technical personnel involving the use and maintenance of systems and equipment.

Acts as consultant to senior managers, Department and other County departments' executive management and provides alternatives as needed to system design and development.

Confers with senior departmental management, Chief Information Office, Chief Executive Office, other County departments, and State and Federal officials regarding implementation and maintenance of information systems necessary to ensure mandated data and information reporting requirements are followed.

Manages risk assessment and mitigation planning, change management, Business Process Improvement (BPI) and transition planning from legacy to new systems.

Develops and maintains IT policies and standards relating to the acquisition, implementation, and operation of information technology systems to ensure that information integrity, security, and privacy are maintained.

Assists with the development and preparation of the departmental automated information systems budget for inclusion into the overall budget and Chief Information Office Business Automation Plan.

Assists or prepares recommendations and justifications for additional resources including personnel, space, and materials necessary to meet the department's information technology requirements.

Represents the department on committees and in meetings with Federal, State, and County officials and with other local governmental agencies as required.

Functions as an associate Chief Information Officer, as needed.

Public Social Services:

Plans, organizes, assigns, directs, and evaluates the work of assigned managers and staff responsible for developing, implementing, maintaining, and supporting public assistance eligibility determination and benefit issuance systems; ensures that appropriate policies and procedures are established and documented.

Assists in the development and execution of business process reengineering and business transformation initiatives and identifies innovative opportunities in support of the delivering of automated public assistance services.

Ensures that all eligibility determination and benefit issuance systems are properly aligned with the requirements, standards and best practices required by County, State and federal oversight authorities.

Administers major multi-million dollar public-serving application service contracts; acts as primary Department liaison to vendors/contractors; monitors and manages vendor performance against contract obligations.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

Option 1*: Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, Business Administration, a discipline related to the core business function of the department, or a closely related field and five (5) years of progressively responsible experience** managing the design, development, implementation, operation, and maintenance of large complex integrated enterprise information systems*** in a large, multi-service public or private-sector organization.****

Option 2: Two (2) years of experience, within the last three (3) years, at the level of Los Angeles County's class of Information Technology Manager III.*****

Option 3: Seven (7) years of progressively responsible experience** managing the design, development, implementation, operation, and maintenance of large complex information systems***** in a large multi-service public or private-sector organization.****

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10-pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENTS INFORMATION:

*In order to qualify under Option 1, you MUST include a legible copy of the official diploma, official transcripts, official letter, evaluation report of a transcript, or a certificate of completion with your application or within ten (10) calendar days from application submission. Official transcript and official letter are defined as transcript or letter that bears the college seal and states "official and/or copy" issued by the school's Registrar Office. A printout of the transcript from the school's website is NOT considered official and will not be accepted which may result in your application being rejected. An evaluation report of a transcript is defined as a report issued by an academic credential evaluation agency recognized by the NACES or the AICE of the United States. A transcript submitted that is expressed in a language other than English will NOT be accepted and may result in your application being rejected.

**Progressively responsible experience is defined as: tasks, job duties, or roles that demonstrate

growth and/or advancement in complexity, difficulty, or level of responsibility.

***Large complex integrated enterprise information systems is defined as: very complex computing systems which handle large volumes of data and enable organizations to integrate and coordinate their business processes across the entire organization. Such systems normally are a single-system, centralized and providing core business services to all branches of the organization, ensuring that information can be shared across all functional levels and management hierarchies.

****Large, multi-service public or private sector organization is defined as: an agency of at least 300 employees, 50 MM annual revenue or budget, and either multiple governmental programs and services or multiple lines of business.

*****Experience at the level of Information Technology Manager III in the County of Los Angeles is defined as: under direction, plans, organizes and directs the activities of a large information systems division providing effective information technology programs and services to support achievement of departmental and County mission and objectives; may function as a departmental Chief Technology Officer or an associate Chief Information Officer in a large to very large sized County department.

*****Large complex information systems is defined as: provides comprehensive information technology services dealing with large volumes of data, and capable of supporting an organization and facilitate its business needs.

ENDORSEMENT OF COUNTY QUALIFICATIONS:

Experience gained in a position performing similar kinds of work that provides the knowledge, skills, and abilities required for the higher-level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level, or length of experience is qualifying.

Applicants must supply sufficient information for this evaluation to be made. County employees who wish to meet the requirements using out-of-class experience must provide, within ten (10) calendar days of filing, written proof of this experience in a Verification of Experience Letter (VOEL) signed and approved by their Departmental Human Resources Manager or authorized representative. Employees do not need to submit such verification if they hold or have held one of the positions listed in the requirements, or a position deemed to be at equivalent level. Credit will only be given for out-of-class experience to meet the selection requirements.

DESIRABLE QUALIFICATIONS:

- A Master's Degree from an accredited college or university in Information Technology, Computer Science, Mathematics, Business Administration or a discipline related to the core business function of the department.
- Certification from the Project Management Institute (PMI) as a Project Management Professional (PMP).
- Experience managing all phases (procurement, requirements gathering, business process reengineering, development, testing and deployment) of a public assistance case management, or electronic health records management system, implementation.
- Ability to read and interpret system plans, technical specifications, logical and physical data models and business process/flow diagrams associated with the purchase and implementation of major applications/systems.

ADDITIONAL INFORMATION:

IMPORTANT NOTES:

- Please note that all information included in the application materials is subject to **VERIFICATION** at any point during the examination and hiring process, including after an appointment has been made.
- **FALSIFICATION** of any information may result in **DISQUALIFICATION**.

EXAMINATION CONTENT:

This examination will consist of three (3) parts:

Part 1: An Evaluation of Training and Experience weighted at 30% covering:

- Education
- Duties
- Certifications and Training
- Management Experience
- Running a Large Scale Production System Experience

Part 2: A Project Management multiple choice test weighted 35%, assessing the following:

- Project Communications Management
- Project Cost Management
- Project Human Resources Management
- Project Management Characteristics
- Project Management Methodologies
- Project Procurement Management
- Project Quality Management
- Project Risk Management
- Project Scope Management
- Project Stakeholder Management
- Project Time Management

Part 3: A Director/Senior Manager Level multiple choice test weighted 35%, assessing the following:

- Deductive Reasoning
- Leading and Supervising
- Deciding and Initiating Action
- Adhering to Principles
- Delivering Results
- Relating and Networking
- Achieving Work Goals
- Entrepreneurial Thinking
- Persuading and Influencing
- Adapting and Responding to Change
- Coping with Pressure and Setbacks
- Formulating Strategies and Concepts

Applicants must meet the Minimum Requirements and achieve a composite passing score of 70% or higher on Part 1, Part 2, and Part 3 of the examination in order to be placed on the eligible list.

Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add AiressBatungbakal@dpss.lacounty.gov, info@governmentjobs.com, talentcentral@shl.com, no-reply@proctoru.com, donot-reply@amcatmail.com, and the domains dpss.lacounty.gov and hr.lacounty.gov to your email address and list of approved senders to prevent email notifications from being filtered as spam/junk/clutter mail.

Applicants have the ability to opt out of emails from LA County. If you unsubscribe, you will not receive any email notification for any examination for which you apply with Los Angeles County. Regardless of whether you choose to unsubscribe, you can always check for notifications by logging into governmentjobs.com and viewing your profile inbox, which saves a copy of all emailed notices.

It is your responsibility to take the above steps to view correspondence. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or re-scheduling of a test component.

Plan to submit your online application well in advance of the deadline as you may be required to verify your email address. This only needs to be done once per email address, and if you already

have a job seeker account on www.governmentjobs.com/careers/lacounty, you can verify at any time by logging in and following the prompts. This is to enhance the security of your online application and to ensure you do not enter an incorrect email address.

Notice of Non-acceptance and Final Result letters will be sent via E-mail or USPS, depending on your chosen method of contact in the supplemental questionnaire. Test scores cannot be given over the phone.

Standardized and copyrighted examination materials are not subject to review in accordance with Civil Service Rule 7.19.

TRANSFER OF TEST COMPONENTS:

- Applicants who have taken identical components recently for other exams may have their scores automatically transferred to this examination.
- This examination contains test components that may be used in the future for new examinations and your test scores may be transferred.

TEST PREPARATION:

Study guides and other test preparation resources are available to help candidates prepare for employment tests. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

- An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test preparation information is located under the "Employment Test Assistance" section.
- Additional practice tests are available at <https://www.shldirect.com/en/practice-tests>

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in order of their score group for a period of twelve (12) months following the date of promulgation.

SPECIAL INFORMATION:

The County of Los Angeles is a Fair Chance employer. Except for a very limited number of positions, you will not be asked to provide information about a conviction history unless you receive a contingent offer of employment. The County will make an individualized assessment of whether your conviction history has a direct or adverse relationship with the specific duties of the job, and consider potential mitigating factors, including, but not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). **If asked to provide information about a conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed.**

VACANCY INFORMATION:

The resulting eligible list will be used to fill vacancies in the Department of Public Social Services offices located throughout Los Angeles County.

PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE LIST DOES NOT GUARANTEE AN OFFER OF EMPLOYMENT

APPLICATION AND FILING INFORMATION:

Applications must be filed online only. We must receive your application **before 5:00 p.m.**, PT, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using the website <https://www.governmentjobs.com/careers/lacounty>.

Applicants must submit all applicable documents (proof of out-of-class experience, diplomas, official transcripts, certificates, etc.) during application submission. All documents must be clear and legible. Although resumes can be uploaded as attachments to the application, resumes cannot be accepted in lieu of completing the online application.

Documents not submitted with the application may be emailed to ExamsUnit@dpss.lacounty.gov but must be received within ten (10) calendar days of filing. All emails must clearly identify the applicant's name and the subject line must include the exam name **SENIOR INFORMATION TECHNOLOGY MANAGER** and exam number **42619B**.

Acceptance of your application depends on whether you clearly show that you meet the Minimum Requirements. Fill out the online application completely and correctly in order to receive full credit for any related education, training, and job experience. For each job held, give the name and address of your employer, your job title, beginning and ending dates, and description of work performed. Utilizing verbiage from the Class Specification and/or Minimum Requirements will not be sufficient to demonstrate that you meet the requirements. Doing so may result in an incomplete application and disqualification. All information supplied is subject to verification. APPLICATIONS MAY BE REJECTED AT ANY STAGE OF THE SELECTION PROCESS. Falsification of any information may result in disqualification or rescission of appointment.

**PLEASE REVIEW YOUR APPLICATION CAREFULLY AND COMPLETELY PRIOR TO
CLICKING THE "SUBMIT" BUTTON**

SOCIAL SECURITY NUMBER:

Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

LA County public libraries have reopened with limited access hours and may require prior reservation to use their computers. Applicants can find out more information about select in-person services at <https://lacountylibrary.org/reopening>.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record and is subject to disqualification from this examination.

Questions regarding this posting may be emailed, with the exam name **Senior Information Technology Manager** and exam number **42619B** in the subject line, to ExamsUnit@dpss.lacounty.gov

Testing Accommodations Information and Coordinator Contact Information:

If you need accommodation to take an assessment, let us know by contacting the ADA/Testing Coordinator at TestingAccommodations@hr.lacounty.gov. The sooner you contact us, the sooner we can respond to your request and keep you moving through the process.

Teletype Phone: (800) 897-0077
California Relay Services Phone: (800) 735-2922

Department Contact Name: Ainess Batungbakal
Department Contact Phone: (562) 566-7525
Department Contact Email: ExamsUnit@dpss.lacounty.gov

For more information on Employment Information, click on the link below:
http://file.lacounty.gov/SDSInter/dhr/247636_EmploymentInformation.pdf (Download PDF reader)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #42619B
SENIOR INFORMATION TECHNOLOGY MANAGER
AB

Los Angeles, CA 90010

connect@neogov.net

SENIOR INFORMATION TECHNOLOGY MANAGER Supplemental Questionnaire

1. The response you provide on supplemental question 1 is **VOLUNTARY**. The information provided will have **NO IMPACT** on your application, nor will it be used to determine your eligibility to participate in this or any future examination. This information will be used by the County for statistical purposes to enhance its homeless service programs.

Have you experienced any of the following homelessness or insecure housing situation(s) within the last two (2) years?

- Lived in a car
- Lived in a park
- Stayed in a makeshift structure on the street or sidewalk
- Stayed in an abandoned building
- Stayed in a camp ground
- Resided in an emergency shelter
- Stayed in a hotel or motel
- Stayed with friends or family members
- Other
- No, I have not experienced homelessness or insecure housing situations.

- * 2. Many important notifications including invitation letters will be sent electronically to the email address provided on the application. It is important that you provide a valid email address. Please add AiressBatungbakal@dpss.lacounty.gov, JasmineHines@dpss.lacounty.gov, Talentcentral@shl.com, Noreply@proctoru.com, Donotreply@amcatmail.com info@governmentjobs.com and the domains dpss.lacounty.gov and hr.lacounty.gov to your list of approved email senders to prevent our email notifications from being blocked or filtered as spam/junk/clutter mail. Los Angeles County will not consider claims of not viewing or receiving notification to be a valid reason for late test administration or rescheduling of a test component.

I acknowledge that I have read and understood the above instructions.

- * 3. You may elect to receive **application status and final test results notifications** via email OR via USPS mail. Please note that USPS mail may take up to 14 business days for delivery. All other notifications, such as test invitations and other applicable special information, are communicated exclusively via email. How would you like to receive **application status and final results notifications**?
- Email
 - USPS
- * 4. If you are a County employee who has gained the required experience by performing duties outside of your previous or current payroll title, please attach/upload approved Verification of Experience Letter(s) (VOEL) to support your claim and provide the following information:

Payroll Title:

Department:

Out-of-Class Assignment:

Dates of Employment: FROM (mm/dd/yr) - TO (mm/dd/yr)

Total Number of Years and/or Months of Experience:**Detailed Description of Job Duties Performed:**

If you do not have out-of-class experience that meets the Minimum Requirements, please write "DOES NOT APPLY".

- * 5. Did you attach a copy of your Verification of Experience Letter (VOEL), official diploma, official transcript or other applicable document?
 - Yes, I have attached all necessary documents.
 - No, it is not applicable.
 - I will email the document(s) within ten (10) calendar days to ExamsUnit@dpss.lacounty.gov.
- * 6. **GENERAL INSTRUCTIONS:** The information you provide on supplemental questions (10-23) will serve as Part I: the evaluation of Training and Experience for the **Senior Information Technology Manager** examination. This evaluation is a self-assessment. The supplemental questions require you to document specific training, certifications, education, and work experience that pertain to the competencies identified as important to the successful performance of the job duties of a **Senior Information Technology Manager**. The information you provide will be scored on a point system that reflects the relative importance of each item to the performance of the work of the classification. It is your sole responsibility to complete this questionnaire completely, correctly, and accurately. Making false statements on this form may cause you to be disqualified from this examination.
 - I acknowledge that I have read and understood the above instructions.
- * 7. **SCORING:** The maximum number of points that may be awarded on your evaluation of Training and Experience is 100. You will receive points for work experience (i.e., pertinent work activities), certification and trainings, and managerial experience that have been linked to one's ability to successfully perform the duties of a **Senior Information Technology Manager**. To receive credit, **you must provide all required information and supporting documentation** (e.g., diploma, certificates, official college transcripts, duty assignment and supervisor contact information, work samples, etc.) **as identified in the instructions for each question**. Vague, illegible, or incomplete entries will also not be awarded credit.
 - I acknowledge that I have read and understood the above instructions.
- * 8. **EMPLOYMENT EXPERIENCE:** It is **your responsibility** to provide verifiable documentation or contact information from any agency or organization that supports the work experience you described in this questionnaire. The source of information must be from the organization's personnel officer, his/her designee, or your previous immediate supervisor for the work you described with an active member's phone number for validation. **All documentation for employment verification must be on the organization's letterhead.**
 - I acknowledge that I have read and understood the above instructions.
- * 9. **SUPPORTING DOCUMENTATION:** The documents you provide in support of the training, formal education, and certification must match the information contained in your personnel record. Copies of completion certificates for classes claimed, such as grade reports, transcripts, or other proof, may also be considered. You must submit a copy of an official transcript from the institution that conferred the degree to receive credit for an academic degree.
 - I acknowledge that I have read and understood the above instructions.
- * 10. In Part 1 of the evaluation of Training and Experience, indicate which **Training and Experience** you have completed/obtained.

A. Graduation from an accredited college with a Bachelor's degree in Computer Science, Information Systems, Business Administration, a discipline related to the core business function of the department, or a closely related field **and** five (5) years of progressively responsible experience managing the design, development, implementation, operation, and maintenance of large complex integrated enterprise information systems in a large, multi-service public or private-sector organization.

OR

B. Two years of experience, within the last three years, at the level of Los Angeles County's class of Information Technology Manager III.

OR

C. Seven (7) years of progressively responsible experience managing the design, development, implementation, operation, and maintenance of large complex information systems in a large multi-service public or private-sector organization.

- I have completed/obtained Option A.
- I have completed/obtained Option B.
- I have completed/obtained Option C.

- * 11. In Part 2 of the evaluation of Training & Experience, you will select which of the specified formal education and work experience you have **completed**. This section **IS NOT** intended to include informal on-the-job training or self-study.

2A. Specialized Formal Education

Have you completed/obtained a **Master's degree or higher** from an accredited* college or university in **Computer Science, Information Systems, Business Administration, etc.**)?

- Yes, I have completed/obtained a Master's degree or higher from an accredited* college or university in Computer Science.
- Yes, I have completed/obtained a Master's degree or higher from an accredited* college or university in Information Systems.
- Yes, I have completed/obtained a Master's degree or higher from an accredited* college or university in Business Administration.
- Yes, I have completed/obtained a Master's degree or higher from an accredited* college or university in a related field.
- Yes, I have completed/obtained a Master's degree or higher from an accredited* college or university in an unrelated field.
- No, I have NOT completed/obtained a Master's degree or higher from an accredited* college or university.

- * 12. In the comment box below, provide the name of the institution which conferred the degree indicated in question 11, and attach a copy of the diploma or transcripts, certificates and licenses, or diploma/transcript associated with the degree you selected.

If you do not have a Master's degree, then indicate "N/A."

- * 13. In supplemental **questions 14 through 23**, all work experience described must be full-time work experience (i.e., Full time work is at least 40 hours a week).

I acknowledge that I have read and understood the above instructions.

- * 14. Describe in **detail** your scope of responsibilities **providing oversight** for systems replacement procurements and associated implementation projects including all systems implementation phases from vendor selection through enterprise-wide deployment, plus ongoing systems maintenance including evolutionary improvements

of the newly implemented solution, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 15. Describe in **detail** your scope of responsibilities **overseeing and managing** the development, design, implementation, and maintenance of automated information systems, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 16. Describe in **detail** your scope of responsibilities **overseeing the development and delivery of training programs** for system users, management, and technical personnel, and involving the use of systems and equipment, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 17. Describe in **detail** your scope of responsibilities **conferring with senior management, Chief Information Office, Chief Executive Office, other departments, and oversight agencies (i.e., State and Federal officials)** regarding implementation and maintenance of information systems, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 18. Describe in **detail** your scope of responsibilities **managing risk assessment and mitigation planning, change management, Business Process Improvement (BPI) and transition planning from legacy to new systems, including the employment period (start and end dates) and employer contact information**

(name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 19. Describe in **detail** your scope of responsibilities **developing and maintaining IT policies and standards** relating to the acquisition, implementation, and operation of information technology systems, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 20. Describe in **detail** your scope of responsibilities **developing and preparing budgets** that meet the information technology needs of the business'/department's strategic goals, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 21. Describe in **detail** your scope of responsibilities **preparing recommendations and justifications** for additional resources including personnel, space, and hardware/software as necessary, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 22. Describe in **detail** your scope of responsibilities **representing the department/agency/organization** on committees and in meetings with oversight agencies (i.e., State and Federal officials) and with other local governmental agencies as required, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 23. Describe in **detail** your scope of responsibilities **assisting in administering major multi-million-dollar public/private sector-serving application service contracts**, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 24. In Part 3 of the evaluation of Training & Experience, you will indicate **certifications and professional training** you have completed (i.e., certification and training must be related to Computer Science, Information Systems, Business Administration, etc.).

3A. Certifications

Certifications must be completed within the last 5 years.

Please provide the following information for each certification obtained, and attach a copy of the corresponding certificate (i.e., certificates must be related to Computer Science, Information Systems, Business Administration, etc.) that you list:

Name of Certification:

Specialty Area:

Certification Institute:

Completion Date:

Expiration Date:

Place an "N/A" next to Expiration Date if it is not applicable for the certificate you indicated.

If you have not completed any relevant certifications within the last 5 years, then indicate "N/A" in the comment box below.

- * 25. 3B. **Professional Trainings**

Professional Training must be completed within the last 5 years.

Please provide the following information for each professional training completed, and attach a copy of the corresponding training (i.e., training must be related to Computer Science, Information Systems, Business Administration, etc.) that you list:

Name of Professional Training:

Provider of Training:

Completion Date:

If you have not completed any relevant professional training within the last 5 years, then indicate "N/A" in the comment box below.

- * 26. In Part 4 of the Evaluation of Training & Experience, you will indicate if you have **Managerial Experience**.

Indicate your previous experience performing managerial activities by selecting the **ONE** statement that **BEST** describes your managerial experience.

Note: Managerial experience claimed must have included official responsibility for **ALL** of the following:

- Making major recommendations and taking actions which have a direct and substantial affect **on multiple offices/programs**;
- Organizing, planning, implementing, and controlling **functions of multiple offices/programs**;
- Developing and implementing policies, procedures, and guidelines;
- Formulating short-term and long-term goals and objectives;
- Directing and supervising staff through subordinate supervisors;
- Allocating resources and formulating budgets; and
- Determining staff training needs.

I have performed all of the activities listed above in the capacity of manager.

I have NOT performed all of the activities listed above in the capacity of manager.

- * 27. Based on the responses provided in **Question 26**, specify the dates of relevant experience, the job title of your position(s), and the organization(s) in which you gained the experience, beginning with the most recent.

Dates of Experience: FROM (MM/DD/YY) - TO (MM/DD/YY)

Job Title:

Organization/Program:

If you have NOT performed all of the activities listed in **Question 26** in the capacity of manager, then indicate "No Experience".

- * 28. In Part 5 of the Evaluation of Training & Experience, you will indicate **your experience "Running a Large Scale Production System"** by answering supplemental **questions 29 through 33**.

I acknowledge that I have read and understood the above instructions.

- * 29. Describe in **detail** your experience and scope of responsibilities providing oversight for the operation of a large scale production system including the following responsibility areas: **"Network and Infrastructure Management"**, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 30. Describe in **detail** your experience and scope of responsibilities providing oversight for the operation of a large scale production system including the following responsibility areas: **"Technical Support and Helpdesk"**, including the

employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 31. Describe in **detail** your experience and scope of responsibilities providing oversight for the operation of a large scale production system including the following responsibility areas: **"Operations, Production and Batch Management"**, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 32. Describe in **detail** your experience and scope of responsibilities providing oversight for the operation of a large scale production system including the following responsibility areas: **"Security Management"**, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * 33. Describe in **detail** your experience and scope of responsibilities providing oversight for the operation of a large scale production system including the following responsibility areas: **"Application Requirements, Design, Development, Testing and Database Management"**, including the employment period (start and end dates) and employer contact information (name of supervisor, the title of supervisor, phone number, and e-mail address).

If additional space is needed, you may upload and attach additional pages to complete your responses with your application. Be sure to include the supplemental question number with any additional responses submitted.

If you have no experience in this area of responsibility, then indicate "No Experience".

- * Required Question