



## PROJECT MANAGER (INFORMATION TECHNOLOGY)

### OPEN – SPOT CONTINUOUS FILING

#### Position Information

Positions currently exist with the California Correctional Health Care Services at:

- Headquarters in Elk Grove, California

#### CONTACT

INFORMATION  
ON THE WEB

[www.cphcs.ca.gov](http://www.cphcs.ca.gov)

[www.ChangingPrisonHealthCare.org](http://www.ChangingPrisonHealthCare.org)

A Project Manager (Information Technology) oversees and manages projects according to established and standardized project management methods, guidelines, and principles; evaluates, monitors, and ensures compliance with laws, regulations, policies, standards, or procedures; directs project integration, integrated change control, scope management, cost management, human resources management, project communications, risk management, procurement planning and management, and close out functions; makes policy recommendations to management on sensitive or complex issues; works with control agencies to comply with State administrative requirements; conducts presentations and briefings on aspects of project activities to Executive management; testifies before committees, control agencies, review boards, and/or the Legislature as needed; manages IT activities, including identification and analysis of customers' IT systems and infrastructure requirements or environments; designs and develops IT solution(s); purchases or contracts IT services, equipment, products, and/or supplies; integrates information systems and/or subsystems; develops information systems testing strategies and plans; identifies infrastructure configuration and changes management standards and requirements; and develops or implements IT systems security plans and procedures.

#### Salary and Benefit Information

Currently, as of October 1, 2016: \$7,665 - \$9,138 per month

For a summary of benefits, visit the California Department of Human Resources at:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

#### Who Can Apply

All applicants who meet the education and/or experience requirements as stated below may apply.

#### Minimum Qualifications

Possession of the Project Management Professional (PMP) Certificate issued by the Project Management Institute (PMI). **And**

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.*



**Project Manager  
(Information Technology)**

*California  
Correctional Health  
Care Services' vision is to  
provide constitutionally  
adequate medical care to  
patient-inmates of the California  
Department of Corrections and  
Rehabilitation within a delivery  
system the State can  
successfully manage and  
sustain.*

**Minimum Qualifications (Continued)**

**Experience:** Five years of increasingly responsible project management experience applying the principles, methods, techniques, and tools for developing, scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, risk and procurement management, at least three years must have been in a management capacity as a full-time project manager of one or more large or complex IT, clinical, or general management projects that demonstrated expertise, proficiency, and understanding of all aspects of project management. **And**

**Education:** Equivalent to graduation with a Bachelor's degree from a recognized college or university. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.) **And**

Demonstrated achievement as evidenced through experience and education which provide ability to successfully oversee and/or manage all phases of a large IT project.

**Examination Information**

This examination consists of a narrative Statement of Qualifications weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**NARRATIVE STATEMENT OF QUALIFICATIONS  
WEIGHTED 100%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

1. Project Experience;
2. Project Management Experience;
3. Project Change Management Experience;
4. PMI Knowledge Area Experience;
5. Project Manager Competencies;
6. Information Technology Solutions Experience.

**Required Core Competencies:**

1. Written Communication;
2. Verbal Communication;
3. Administration;
4. Contracting/Procurement;
5. Financial Management;
6. Legal, Government, and Jurisprudence;
7. Project Management;
8. Fostering a Team Environment;



**Project Manager  
(Information Technology)**

*California  
Correctional Health  
Care Services' vision is to  
provide constitutionally  
adequate medical care to  
patient-inmates of the California  
Department of Corrections and  
Rehabilitation within a delivery  
system the State can  
successfully manage and  
sustain.*

**Examination Information (Continued)**

**Required Core Competencies:**

- 9. Creating Organizational Change;
- 10. Maximizing Performance Results;
- 11. Building Trust and Accountability;
- 12. Promoting a High Performing Culture;
- 13. Configuration Management;
- 14. Data Management;
- 15. Enterprise Information Technology Standards;
- 16. Information Resources Strategy and Planning;
- 17. Information Systems/Network Security;
- 18. Infrastructure Design;
- 19. Performance Assessment;
- 20. Requirements Analysis;
- 21. Systems Life Cycle;
- 22. Systems Integration;
- 23. Technology Awareness.

Details of the required core competencies can be found in the classification specification, available at:

<http://www.calhr.ca.gov/state-hr-professionals/pages/7579.aspx>

**How to Apply and Test**

Submit an Examination Application (Std. Form 678), Statement of Qualifications (SOQ) responses, and a copy of your PMP certificate for this examination either by mail or in person to the address listed below. The Std. Form 678 can be found at [www.jobs.ca.gov](http://www.jobs.ca.gov). The required Statement of Qualifications and further filing instructions can be found on Pages 6 through 8 of this examination bulletin.

By mail:

California Correctional Health  
Care Services  
Examination Services, Bldg. D1  
P.O. Box 588500  
Elk Grove, CA 95758

In person:

California Correctional Health  
Care Services  
8280 Longleaf Drive  
Suite 101 Drop Box  
Elk Grove, CA 95758

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Do not submit applications to the California Department of Human Resources.

Only applications with an original signature will be accepted.

The testing period for this examination is six (6) months. Once you have taken the examination, you may not retest for six (6) months.



**Project Manager  
(Information Technology)**

*California  
Correctional Health  
Care Services' vision is to  
provide constitutionally  
adequate medical care to  
patient-inmates of the California  
Department of Corrections and  
Rehabilitation within a delivery  
system the State can  
successfully manage and  
sustain.*

#### **How to Apply and Test (Continued)**

If you have a disability and need special testing arrangements, please contact the California Correctional Health Care Services' Examination Services at (916) 691-5894 to make specific arrangements.

#### **Testing Process**

Applications will be accepted on a continuous basis and held until testing is required based on departmental needs. At that time, a cutoff date will be set, applications screened, and SOQs scored.

#### **Eligible List Information**

The resulting eligible list will be established to fill vacancies at Headquarters in Elk Grove, California within the California Correctional Health Care Services. Names of successful candidates are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in the period. Competitors must then retake the SOQ to re-establish list eligibility.

#### **Veteran's Preference and Career Credits**

Veteran's Preference will be awarded in this examination. All persons who successfully pass this examination, who qualify for, and have requested Veteran's Preference will be placed in Rank 1 of the respective eligibility list, regardless of score. Career credits will not be granted in this examination.



**Project Manager  
(Information Technology)**

*California  
Correctional Health  
Care Services' vision is to  
provide constitutionally  
adequate medical care to  
patient-inmates of the California  
Department of Corrections and  
Rehabilitation within a delivery  
system the State can  
successfully manage and  
sustain.*

General Information

Applications are available at the State's career website at [jobs.ca.gov](http://jobs.ca.gov), local offices of the Employment Development Department, the California Correctional Health Care Services, and at the California Department of Corrections and Rehabilitation.

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement(s) does not assure a place on the eligible list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional; 2) departmental promotional; 3) multi-departmental promotional; 4) service wide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

The California Correctional Health Care Services 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 revisions will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, 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, an investigation may be made of employment records and personal history, and fingerprinting may be required.

High School Equivalence: Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis (high school is four years).

Veteran's Preference: California law allows the granting of Veteran's Preference to any veteran, widow, or widower of a veteran, or spouse of a 100% disabled veteran who achieves a passing score in any Open examination to be ranked in the top rank of the resulting eligibility list. Directions to apply for Veteran's Preference are on the Veteran's Preference Application (CalHR 1093) which is available from Department of Human Resources at <http://jobs.ca.gov/Job/VeteransInformation> and the Department of Veterans Affairs at <http://www.calvet.ca.gov/>. Veteran's Preference is not granted once a person achieves permanent civil service status.

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. Only individuals lawfully authorized to work in the United States will be hired.

For Current Examination Information, call  
(916) 691-5894 or 1-877-793-4473.

California Relay Service for the Deaf or Hearing Impaired:  
1-800-735-2929.

This bulletin cancels and supersedes all previously issued bulletins.

**Statement of Qualifications Instructions:**

As part of the examination for Project Manager (Information Technology), candidates will be required to complete and submit a Statement of Qualifications addressing the six questions presented on pages 6 and 7 of this examination bulletin. The Statement of Qualifications must be submitted along with your completed exam application and PMP certification.

In completing the Statement of Qualifications, please keep the following in mind:

- Please answer each question fully and accurately, providing specific information and relevant examples regarding experience. Please remember that omitted information cannot be assumed when your qualifications are being evaluated.
- *All information is subject to verification.*
- Please include your name and the question number clearly at the top of each page.
- For Question 1, please use page 6 of this examination bulletin (and additional copies as needed) or follow the format on page 6 if preparing your own typed version for your response. A handwritten response for Question 1 is acceptable.
- Narrative responses for Questions 2 through 6 must be (1) typed, (2) no more than one page in length, (3) prepared with at least a one-inch margin on each side, the top, and the bottom, and (4) prepared using 12-point or larger font.

In addition, you must submit this page with the following statement signed and dated as part of your Statement of Qualifications materials.

---

|                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>I, _____ (print name), verify that the attached Statement of Qualifications responses are accurate and truthful.</p> <p>Signature: _____ Date: _____</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Question #1 - Project Experience Overview**

Please provide a detailed accounting of your most significant project assignments within the last ten (10) years in reverse chronological order (up to a maximum of five projects), beginning with your current or most recent experience first and working backwards.

*(Attach additional sheets as necessary to depict up to a maximum of five projects.)*

**Project #** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Project Start/End Dates:** \_\_\_\_\_

**Project Sponsor (Name and Title):** \_\_\_\_\_

**Project Outcome:** \_\_\_\_\_

**Project Indicators:**

Please provide details of the project in the following eight (8) areas.

|                                                                                                                                                                                                                            |                                                                                                                                                             |                                                                                                                                                     |                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Project's Technical Complexity:</b></p> <input type="checkbox"/> Low Technical<br><input type="checkbox"/> Medium Technical<br><input type="checkbox"/> High Technical                                               | <p><b>Number of Sub-projects:</b></p> <input type="checkbox"/> Fewer than 5<br><input type="checkbox"/> 6 – 11<br><input type="checkbox"/> 12 or more       | <p><b>Number of System Interfaces:</b></p> <input type="checkbox"/> 1 – 4<br><input type="checkbox"/> 5 – 11<br><input type="checkbox"/> 12 or more | <p><b>Project dollar amount:</b></p> <input type="checkbox"/> Less than \$250,000<br><input type="checkbox"/> \$250,000 - \$1,000,000<br><input type="checkbox"/> \$1,000,001 - \$19,000,000<br><input type="checkbox"/> More than \$20,000,000 |
| <p><b>Number of Project Team Members:</b></p> <input type="checkbox"/> 1 – 6 members<br><input type="checkbox"/> 7 – 14 members<br><input type="checkbox"/> 15 – 29 members<br><input type="checkbox"/> 30 or more members | <p><b>Number of Stakeholder Groups:</b></p> <input type="checkbox"/> Fewer than 5<br><input type="checkbox"/> 6 – 11<br><input type="checkbox"/> 12 or more | <p><b>Did project include a multi-year procurement:</b></p> <input type="checkbox"/> Yes<br><input type="checkbox"/> No                             | <p><b>Type of Project:</b></p> <input type="checkbox"/> IT<br><input type="checkbox"/> Clinical<br><input type="checkbox"/> General Management<br><input type="checkbox"/> Other<br>Please Specify: _____                                       |

**Please indicate the role you played on the project. Space is provided in the event you played multiple roles; please list each project role you had separately.**

|                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Your Role: _____<br>Your Title: _____<br>Start/End Dates of your role: _____<br>Project lifecycle phase: _____<br><i>Contact information of person who can verify your role on this project:</i><br>Name: _____<br>Phone number: _____ | Your Role: _____<br>Your Title: _____<br>Start/End Dates of your role: _____<br>Project lifecycle phase: _____<br><i>Contact information of person who can verify your role on this project:</i><br>Name: _____<br>Phone number: _____ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Your Role: _____<br>Your Title: _____<br>Start/End Dates of your role: _____<br>Project lifecycle phase: _____<br><i>Contact information of person who can verify your role on this project:</i><br>Name: _____<br>Phone number: _____ | Your Role: _____<br>Your Title: _____<br>Start/End Dates of your role: _____<br>Project lifecycle phase: _____<br><i>Contact information of person who can verify your role on this project:</i><br>Name: _____<br>Phone number: _____ |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **Question # 2 - Project Management Experience**

Please describe your most challenging project management experience within the last 10 years. Please be specific in your response as to the following:

- The specifics of the challenge
- How you handled the challenge
- The outcome of your efforts

*(Reference the project number(s) from Question #1, as applicable, in your response.)*

## **Question # 3 - Project Change Management Experience**

Please describe your experience and role in project change management activities within the last 10 years.

*(Reference the project number(s) from Question #1, as applicable, in your response.)*

## **Question # 4 - PMI Knowledge Area Experience**

For one of the projects listed in Question 1, as a Project Manager, which one of the PMI knowledge areas were you most comfortable applying and why?

## **Question # 5 - Project Manager Competencies**

Of the 21 core competencies required upon entry to the Project Manager (Information Technology) classification identified on page 3 of this examination bulletin, Fostering a Team Environment and Building Trust and Accountability are critical to the success of a Project Manager (IT) in the California Prison Health Care Services. How would you demonstrate these competencies as a project manager in the California Prison Health Care Services?

## **Question #6 - Information Technology Solutions Experience**

Please describe your experience leading or managing Information Technology (IT) solutions. Please be specific in your response as to the following:

- Your role and responsibilities
- The duration of your role
- The number and type of stakeholders supported
- The number and type of customers served