

STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES



SERIES EXAMINATION

STAFF ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST
SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (TECHNICAL)
SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (SUPERVISORY)
OPEN EXAMINATION – SPOT: YOLO COUNTY (WEST SACRAMENTO)

SALARY RANGE:

\$5,295 - \$6,963 Staff Electronic Data Processing Acquisition Specialist
\$5,824 - \$7,655 Senior Electronic Data Processing Acquisition Specialist (Technical)
\$6,115 - \$8,038 Senior Electronic Data Processing Acquisition Specialist (Supervisory)

FINAL FILING DATE: CONTINUOUS

*Testing is considered continuous as dates can be set at any time. The office shown below will accept applications continuously and will post cutoff dates as needs warrant.

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 SINCE 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.

WHO MAY APPLY

This is an **OPEN-SPOT: YOLO COUNTY (WEST SACRAMENTO)** examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

HOW TO APPLY

Applications are available upon request or on the Internet at: <http://jobs.ca.gov/pdf/std678.pdf> and may be filed in person or by mail. Resumes alone will not be accepted. Applications (STD 678) must be POSTMARKED no later than the final filing date. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Applications personally delivered or received via interoffice mail after 5:00 PM on the final filing date will not be accepted for any reason. The examination title must be indicated on the application. **FAXED or EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES
OFFICE OF HUMAN RESOURCES
ATTN: JONI-MARIE CASIAS
MAILING ADDRESS: P.O. BOX 989052
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 3RD STREET, 7TH FLOOR
WEST SACRAMENTO, CA 95605

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

QUESTIONS

If you have questions concerning this announcement, please contact the Department of General Services, Office of Human Resources, **Joni-Marie Casias, Exam Analyst at (916) 376-5442.**

CROSS - FILE - TWO CLASSES

If you meet the entrance requirements for the **STAFF ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST, SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (TECHNICAL)** or for the **SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (SUPERVISORY)**, you may file for one, two or all examinations on a single application.

Please clearly indicate on the application the exam(s) for which you are applying.

SPECIAL TESTING ARRANGEMENTS

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

COMPETITION RESTRICTIONS

Competitors who are eliminated for not meeting the minimum qualifications as stated on this examination bulletin may reapply when the entrance requirements are met. **Unsuccessful competitors who do not attain a minimum rating of 70%** must wait 12 months from the date of disqualification before reapplying. **Successful competitors establishing list eligibility for 12 months** are restricted from reapplying again during the 12 month eligibility period indicated on your notice of eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

NOTE: Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information may be rejected.**

SEE REVERSE FOR ADDITIONAL INFORMATION

STAFF EDP ACQUISITION SPECIALIST LL40 /1361
SENIOR EDP ACQUISITION SPECIALIST (TECHNICAL) LL30 /1368
SENIOR EDP ACQUISITION SPECIALIST (SUPERVISORY) LL20 /1389

FINAL FILING DATE: CONTINUOUS

**MINIMUM
QUALIFICATIONS**

STAFF ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST

EITHER I

One year of experience in the California state service performing the duties of an Associate Data Processing Analyst (Supervisor) or Associate Data Processing Analyst (Specialist) where the assigned duties have specifically included responsibilities such as lease/purchase analyses for acquisitions of electronic data processing hardware or software, preparing electronic data processing information systems plans for a major user of electronic data processing equipment, preparing Invitation For Bids or negotiating and preparing contracts for major acquisitions of electronic data processing hardware, software or services. (Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

OR II

Experience: Four years of progressively responsible experience in electronic data processing systems, design, programming, or management, at least one year of which shall have included responsibility on a project basis such as for lease/purchase analyses for major acquisitions of electronic data processing hardware or software, preparing electronic data processing information system plans for a major user of electronic data processing equipment, preparing Invitation For Bids or negotiating and preparing contracts for major acquisitions of electronic data processing hardware, software, or services. [Experience in the California state service applied toward these requirements must include at least one year at a level or responsibility equivalent to Associate Data Processing Analyst (Specialist) or Associate Data Processing Analyst (Supervisor).]

AND

Education: **Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (TECHNICAL)
SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (SUPERVISORY)**

EITHER I

One year of experience in the California state service performing the duties of a Staff Electronic Data Processing Acquisition Specialist.

OR II

Experience: Five years of progressively responsible experience in electronic data processing systems study, design, programming, or management, at least one year of which shall have included responsibility on a project basis such as for lease/purchase analyses for major acquisitions of electronic data processing hardware or software, preparing electronic data processing information systems plans for a major user of electronic data processing equipment, preparing Invitations For Bids, or negotiating and preparing contracts for major acquisitions of electronic data processing hardware, software, or services. [Experience in the California state service applied toward this requirement must include at least one year at a level of responsibility equivalent to Staff Data Processing Analyst (Specialist) or Staff Data Processing Analyst (Supervisor).]

AND

Education: **Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE:

- The classification Associate Data Processing Analyst (Specialist) and (Supervisor) has been replaced with the **Associate Information Systems Analyst (Specialist) and (Supervisor)**.
- The classifications Staff Data Processing Analyst (Specialist) and (Supervisor) have been replaced with the **Staff Information Systems Analyst (Specialist) and (Supervisor)**.
- **Applicants using education to meet the minimum requirements **MUST provide a copy of their diploma, official/unofficial transcript**, statement and/or evaluation from an accredited U.S. college or university with their examination application.

THE POSITION

STAFF ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST

This is the journey level of the series. Under general supervision, incumbents act as project leaders of groups composed of high level agency personnel and vendor marketing representatives for the purpose of acquiring electronic data processing hardware, software, and services through contracts resulting from competitive bids or proposals; incumbents independently negotiate purchase or lease contracts for electronic data processing hardware, software, or services.

SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (TECHNICAL)

This is the high level technical specialist and leadperson level. Under general direction, incumbents typically negotiate the most difficult acquisitions with top management of various State agencies and coordinate and act as leadperson on the largest projects which involve a team effort.

SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (SUPERVISORY)

Under general direction, the incumbents act as a supervisor in the assignment of technical projects, review of proposed technical specifications, conferring on technical aspects of the procurement process including contracts, negotiations, and performance evaluations; and may personally perform the most difficult and sensitive work.

Positions available in West Sacramento only.

Qualifications Assessment -- Weighted 100%

**EXAMINATION
INFORMATION**

This examination will consist of a Qualifications Assessment weighted 100%. Candidates must attain an overall minimum score of 70% in order to be placed on the eligible list.

NOTE: It is especially important that each applicant take special care to accurately and completely fill out their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

CANDIDATES WHO DO NOT COMPLETE OR SUBMIT THE QUALIFICATIONS ASSESSMENT WILL BE DISQUALIFIED.

SCOPE

Candidates should be prepared to answer questions related to the following areas:

**STAFF ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST
SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (TECHNICAL)**

Knowledge of:

1. Trends and capabilities of management and control processes associated with electronic data processing.
2. Programs, organization, and management of major electronic data processing using agencies.
3. Types and capabilities of electronic data processing equipment and software.
4. Vendors, marketing conditions, terms, practices, and prices relating to electronic data processing equipment, supplies and systems.
5. Management information systems development.
6. Feasibility study reports for electronic data processing systems.
7. Lease versus purchase analysis.
8. Preparation of Invitation For Bidders and electronic data processing contracts.
9. Procurement specification development.
10. Data processing concepts.
11. Computer operations.
12. Support processes.
13. Programming languages.
14. System software.
15. Systems analyses.
16. File organization and access methods.
17. Data base fundamentals.
18. Data communications.
19. Data processing equipment.
20. Group dynamics and leadership.
21. State laws relating to procurement and contracts.
22. Federal laws governing electronic data processing vendors.
23. Benchmarking procedures.
24. Personnel training.
25. Equipment acquisitions and contracts.

Ability to:

1. Review feasibility reports and lease versus purchase analyses and make suggestions to ensure development of specifications for lease or purchase contracts designed to attract the broadest possible participation from competitive information processing vendors or consultants.
2. Provide evaluative information on types and capabilities of electronic data processing equipment, consultants, or software used in State agencies.
3. Lead and preside over conferences of State managers and vendors in developing lease or purchase specifications for information processing systems.
4. Negotiation contract specifications changes with vendors.
5. Recommend changes in purchase or contract laws, rules, policies, and practices to increase competition from the information processing industry.
6. Analyze bids and proposals and award contracts to the lowest responsible bidder or the vendor submitting the most responsive proposal in a fair and impartial manner.
7. Gain cooperation and acceptance as an expert in electronic data processing-user agencies, State Office of Information Technology officials and marketing representatives.
8. Maintain effective client relations.
9. Communicate effectively.
10. Make oral presentations.
11. Prepare clear and concise reports.
12. Analyze situations accurately and take effective action.

**SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (SUPERVISORY)
(All of the above and the following items)**

Knowledge of:

26. The Department's Equal Employment Opportunity objectives.
27. A manager's role in the Equal Employment Opportunity objectives.
28. The processes available to meet Equal Employment Opportunity objectives.

Ability to:

13. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**ELIGIBLE LIST
INFORMATION**

OPEN-SPOT: YOLO COUNTY eligible lists will be established for the Department of General Services. Names of successful candidates will be merged onto the lists in order of final scores regardless of eligibility date. Eligibility expires 12 months after it is established.

**VETERANS'
PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

GENERAL INFORMATION

It is the candidate's responsibility to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department, the Department noted on the bulletin, or on the Internet at <http://jobs.ca.gov>.

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

The Department of General 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 revision will be in accordance with the civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental 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 from one to four years unless otherwise stated on this bulletin.

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 exams investigation may be made of employment records and personal history--fingerprinting may be required.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalent to completion of the 12th 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.

CALIFORNIA DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES
MAILING ADDRESS: P.O. BOX 989052 ❖ West Sacramento, CA 95798-9052 ❖ Telephone (916) 376-5400
STREET ADDRESS: 707 3RD Street, 7TH Floor ❖ West Sacramento, CA 95605

TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones 1-800-735-2929 ❖ Voice 1-800-735-2922

**DEPARTMENT OF GENERAL SERVICES - HUMAN RESOURCES
QUALIFICATIONS ASSESSMENT FOR:**

**STAFF ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST
SENIOR ELECTRONIC DATA PROCESSING ACQUISITION SPECIALIST (TECHNICAL) & (SUPERVISORY)**

GENERAL INSTRUCTIONS

Read instructions carefully

This examination will provide you with an opportunity to demonstrate significant aspects of your qualifications for the following classifications with the Department of General Services:

- **Staff Electronic Data Processing Acquisition Specialist**
- **Senior Electronic Data Processing Acquisition Specialist (Technical)**
- **Senior Electronic Data Processing Acquisition Specialist (Supervisory)**

The information you provide will be rated based on objective criteria created by Subject Matter Experts. The rating will be used to determine your final score in this examination. If successful, your name will be placed onto an eligible list. The list will be used by The Department of General Services to fill existing positions. A "Conditions of Employment" form is included in this examination which will allow you to select the location and time base you are interested in working. It is required that you personally complete this examination accurately and without assistance.

This process is the entire examination for this classification. Therefore, please be sure to follow the instructions carefully as missing or incomplete information may result in disqualification or a low score.

- Additional instructions are provided on the following pages.
- This examination enables you to apply for the below classifications, and if successful, your name will be placed on an eligible list.
 - **Staff Electronic Data Processing Acquisition Specialist**
 - **Senior Electronic Data Processing Acquisition Specialist (Technical)**
 - **Senior Electronic Data Processing Acquisition Specialist (Supervisory).**
- The examination is intended to provide candidates the opportunity to demonstrate their knowledge and experience in a variety of areas. It is not expected that you will have experience in all areas.

The following areas comprise the complete examination for **Electronic Data Processing Acquisition series**.

You must ensure you have addressed each of the following areas:

- Candidate Information, Prior State Employment Information and Conditions of Employment (page 2)
- Address or Availability for Employment Changes and Minimum Qualifications (pages 3 - 4)
- Work Experience (pages 5 - 11)
 - **Staff Electronic Data Processing Acquisition Specialist** questions 1 – 39
 - **Senior Electronic Data Processing Acquisition Specialist (Technical)** questions 1 – 56
 - **Senior Electronic Data Processing Acquisition Specialist (Supervisory)** questions 1 – 67
- Knowledge, Skill, and Ability Assessment (pages 12 - 15)
 - **Staff Electronic Data Processing Acquisition Specialist** questions 1 – 37
 - **Senior Electronic Data Processing Acquisition Specialist (Technical)** questions 1 – 43
 - **Senior Electronic Data Processing Acquisition Specialist (Supervisory)** questions 1 – 51
- Preparation for Hiring Interview (page 16)
- Qualifications Assessment Return and Mailing Procedures (page 16)
- Affirmation Statement (page 16)

**YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST
INCLUDE YOUR ORIGINAL SIGNATURE**

CANDIDATE INFORMATION

Name: _____

Social Security Number: _____

Address: _____

Home Telephone Number: _____

Work Telephone Number: _____

E-mail Address: _____

PRIOR STATE EMPLOYMENT INFORMATION

Complete this next section **ONLY** if you have been previously dismissed from California State Civil Service employment by punitive action or as a result of disciplinary proceedings. **IF THIS DOES NOT APPLY TO YOU**, please mark the "Not Applicable" box below and continue to the next section.

State Personnel Board, Rule 211 provides that a dismissed State employee may only participate in State Civil Service examinations if he/she has obtained prior consent from the State Personnel Board.

Do you have written permission from the State Personnel Board Executive Officer to take this examination?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
------------------------------	-----------------------------	---

CONDITIONS OF EMPLOYMENT

PLEASE MARK THE APPROPRIATE BOX(ES) OF YOUR CHOICE - YOU WILL NOT BE OFFERED A JOB IN LOCATIONS NOT MARKED.

Note: Positions are not available at all locations. Please refer to the official examination bulletin for information regarding current available positions and their locations.

If you are successful in this examination, your name will be placed on an active employment list and referred to fill vacancies according to the conditions you specify on this form.

TYPE OF APPOINTMENT YOU WILL ACCEPT

Please mark the appropriate box(es) - you may check "(A) Any" if you are willing to accept any type of employment.

(D) Permanent Full-Time (R) Permanent Part-Time (K) Limited-Term Full-Time (A) Any

If all are marked and you receive an appointment other than permanent full-time, your name will continue to be considered for permanent full-time positions.

LOCATION(S) YOU ARE WILLING TO WORK:

5700 **YOLO COUNTY (WEST SACRAMENTO)**

ADDRESS OR AVAILABILITY FOR EMPLOYMENT CHANGES

Please notify the Department of General Services promptly of any address changes or availability for employment changes at the following address:

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Joni-Marie Casias
(916) 376-5442

MINIMUM QUALIFICATIONS

Staff Electronic Data Processing Acquisition Specialist

EITHER I

One year of experience in the California state service performing the duties of an Associate Data Processing Analyst (Supervisor)* or Associate Data Processing Analyst (Specialist)* where the assigned duties have specifically included responsibilities such as lease/purchase analyses for acquisitions of electronic data processing hardware or software, preparing electronic data processing information systems plans for a major user of electronic data processing equipment, preparing Invitation For Bids or negotiating and preparing contracts for major acquisitions of electronic data processing hardware, software or services.

(Applicants who have completed six months of service performing the duties as specified above will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

OR II

Experience: Four years of progressively responsible experience in electronic data processing systems, design, programming, or management, at least one year of which shall have included responsibility on a project basis such as for lease/purchase analyses for major acquisitions of electronic data processing hardware or software, preparing electronic data processing information system plans for a major user of electronic data processing equipment, preparing Invitation For Bids or negotiating and preparing contracts for major acquisitions of electronic data processing hardware, software, or services. [Experience in the California state service applied toward these requirements must include at least one year at a level or responsibility equivalent to Associate Data Processing Analyst (Specialist) or Associate Data Processing Analyst (Supervisor)*.]

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) **

****The classifications Associate Data Processing Analyst (Specialist) and (Supervisor) have been replaced with the Associate Information Systems Analyst (Specialist) and (Supervisor).***

*****Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official/unofficial transcript, statement or evaluation from an accredited U.S. college or university with their examination application.***

MINIMUM QUALIFICATIONS CONTINUED ON NEXT PAGE

MINIMUM QUALIFICATIONS CONTINUED

Senior Electronic Data Processing Acquisition Specialist (Technical)

Senior Electronic Data Processing Acquisition Specialist (Supervisory)

EITHER I

One year of experience in the California state service performing the duties of a Staff Electronic Data Processing Acquisition Specialist.

OR II

Experience: Five years of progressively responsible experience in electronic data processing systems study, design, programming, or management, at least one year of which shall have included responsibility on a project basis such as for lease/purchase analyses for major acquisitions of electronic data processing hardware or software, preparing electronic data processing information systems plans for a major user of electronic data processing equipment, preparing Invitations For Bids, or negotiating and preparing contracts for major acquisitions of electronic data processing hardware, software, or services. [Experience in the California state service applied toward this requirement must include at least one year at a level of responsibility equivalent to Staff Data Processing Analyst (Specialist) or Staff Data Processing Analyst (Supervisor).*]

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)**

****The classifications Staff Data Processing Analyst (Specialist) and (Supervisor) have been replaced with the Staff Information Systems Analyst (Specialist) and (Supervisor).***

*****Applicants using education to meet the minimum requirements MUST provide a copy of their diploma, official/unofficial transcript, statement or evaluation from an accredited U.S. college or university with their examination application.***

WORK EXPERIENCE

Under "Work Experience," please indicate:

Frequency:

A. If you have performed this task within the last 5 years

Frequency:

B. How often you perform this task
 (Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)

Length of Experience:

C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent.
 (Please select one box from the "Length of Experience" column)

NOTE: There may be up to three (3) checkmarks for each question.

	Frequency					Length of Experience			
	A		B			C			
	Performed task within last 5 years		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
1. Facilitates the statewide procurement process for difficult and sensitive information technology (IT) acquisitions	<input type="checkbox"/>		<input type="checkbox"/>						
2. Analyzes requests for special requirements specific to IT acquisitions including hardware, software, telecommunications, and consulting services	<input type="checkbox"/>		<input type="checkbox"/>						
3. Confers with customers in order to advise and discuss pertinent facts and desired levels for establishing IT standards and specifications, as well as develop procedures and verification approaches for products and/or services	<input type="checkbox"/>		<input type="checkbox"/>						
4. Conducts IT market research to validate documentation for non-competitive bid (NCB) requests	<input type="checkbox"/>		<input type="checkbox"/>						
5. Develops IT solicitations or IT NCB requests to meet the purchasing needs for an organization	<input type="checkbox"/>		<input type="checkbox"/>						
6. Develops selection evaluation models unique to individual IT acquisitions	<input type="checkbox"/>		<input type="checkbox"/>						
7. Conducts bidder conferences for acquisitions to impart information regarding the solicitation process and requirements	<input type="checkbox"/>		<input type="checkbox"/>						
8. Conducts procurement planning for IT acquisitions for hardware, software and consulting services	<input type="checkbox"/>		<input type="checkbox"/>						
9. Facilitates supplier inspections or demonstrations for acquisitions	<input type="checkbox"/>		<input type="checkbox"/>						
10. Facilitates confidential discussions for acquisitions	<input type="checkbox"/>		<input type="checkbox"/>						
11. Coordinates the gathering of appropriate documentation and information to provide responsible parties pertinent information to respond to suppliers' protests	<input type="checkbox"/>		<input type="checkbox"/>						

Under "Work Experience," please indicate: Frequency: A. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
12. Evaluates solicitation and contract language change requests for the State and the contractors to determine if change proposals submitted by suppliers should be made with concurrence from the department's legal counsel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Determines the proposed awardee(s) by evaluating bid submittals based on requirements of the solicitation that includes reviewing bid costs, specification compliance, delivery terms, brand and models offered, recycle content, etc. and makes recommendation for contract award	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Advises department IT and/or program personnel on the applicable IT procurement processes to determine the most appropriate IT acquisition approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Completes special projects in order to assure continuous improvement of the IT acquisition process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Provides guidance on legislative changes, administrative requirements, regulatory changes, and policies or procedures that impact IT purchasing and contracting services in order to assure continuous improvement of the IT acquisition process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Provides information regarding the IT acquisition process in response to inquiries acquired through telephone, written correspondence, or e-mail communication to assist all inquirers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Facilitates formal negotiations to ensure value effective acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Determines responsive and responsible bidder(s) based upon lowest cost or value effective criteria meeting specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Facilitates project teams in the procurement process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Recommends to management an appropriate procurement approach to develop leveraged IT contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Provides data in response to requests for purchase, spend, and accounts payable data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," please indicate: Frequency: A. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
23. Conducts IT market research to analyze current market conditions and trends for their impacts on purchases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Ensures appropriate steps and approvals are attained during contract management activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Resolves outstanding contract compliance issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Prepares contractual documents to ensure the integrity of IT contract files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Reviews contractual documents to ensure the integrity of IT contract files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Submits contract amendment information including funding and contract value changes in order to manage the contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Monitors IT contracts in order to make recommendations on contract extensions and amendments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Meets with stakeholders to discuss status of acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Resolves defaults and disputes between suppliers and departments as necessary in order to maintain contract compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Makes recommendations on IT contracts with complicated administrative and/or technical requirements, terms and conditions, payment terms and order/report tracking to determine appropriate action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Oversees the purchasing activities as it relates to a department's request to conduct IT acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Delivers curriculum focused on the development of the purchasing profession and the state acquisition of IT goods and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Conducts classroom training to the purchasing community to achieve certification and/or obtain proficiency in areas related to acquisition of IT goods and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Develops interactive course activities in order to provide training related to the acquisition of IT goods and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Under "Work Experience," please indicate: Frequency: A. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience			
	A		B			C			
	Performed task within last 5 years		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
37. Keeps current on "industry best practices"	<input type="checkbox"/>		<input type="checkbox"/>						
38. Participates in the planning, acquisition, and implementation activities of IT projects	<input type="checkbox"/>		<input type="checkbox"/>						
39. Completes special projects as assigned that may be administrative in nature	<input type="checkbox"/>		<input type="checkbox"/>						
	IF YOU ARE TAKING THE: <ul style="list-style-type: none"> • STAFF EDP EXAM, SKIP TO PAGE 12 FOR THE KNOWLEDGE/SKILL/ABILITY PORTION OF THIS EXAM • SENIOR EDP (TECHNICAL) CONTINUE TO QUESTION 40 • SENIOR EDP (SUPERVISORY) CONTINUE TO QUESTION 40 								
SENIOR EDP (Technical)									
40. Reviews complex IT acquisition documents to ensure consistency	<input type="checkbox"/>		<input type="checkbox"/>						
41. Proposes, evaluates, and implements improvements to a contracting and contract management processes	<input type="checkbox"/>		<input type="checkbox"/>						
42. Interprets legislative changes, administrative requirements, regulatory changes, and policies or procedures that impact IT purchasing and contracting services	<input type="checkbox"/>		<input type="checkbox"/>						
43. Completes complex special projects in order to assure continuous improvement of the IT acquisition process	<input type="checkbox"/>		<input type="checkbox"/>						
44. Makes recommendations on high risk IT solicitations and/or IT contracts that are sensitive or controversial in nature, either verbally or written, to the appropriate management	<input type="checkbox"/>		<input type="checkbox"/>						
45. Facilitates complex negotiations of purchase or lease IT contracts for IT acquisitions as needed to ensure value effective acquisitions	<input type="checkbox"/>		<input type="checkbox"/>						
46. Determines the proposed awardee(s) by evaluating bid submittals based on requirements of a complex high risk IT solicitation that includes reviewing bid costs, specification compliance, delivery terms, brand and models offered, recycle content, etc. and makes recommendation for contract award	<input type="checkbox"/>		<input type="checkbox"/>						

Under "Work Experience," please indicate: Frequency: A. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience		
	A	B				C		
	Performed task within last 5 years	Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
47. Leads large, cross-functional project teams in the procurement process in order to evaluate IT bids, testing or demonstrations of bidder's equipment and/or solution, notification of award, and protest hearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Recommends to executive management an appropriate procurement approach to develop leveraged IT contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Determines responsive and responsible bidder(s) based upon lowest cost or value effective criteria meeting IT specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Conducts bidder conferences for IT acquisitions for hardware, software and consulting services to impart information regarding the solicitation process and requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Facilitates supplier inspections or demonstrations for IT acquisitions of hardware, software and consulting services utilizing a personal computer, related software applications, and various office and communication equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Facilitates confidential discussions for IT acquisitions for hardware, software and consulting services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Coordinates the gathering of appropriate documentation and information to provide responsible parties pertinent information to respond to suppliers' protests of IT acquisitions for hardware, software and consulting services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Facilitates formal negotiations of purchase or lease IT contracts for IT acquisitions as needed to ensure value effective acquisitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Facilitates project teams in the procurement process in order to evaluate IT bids, testing or demonstrations of bidder's equipment and/or solution, notification of award, and protest hearings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Meets with stakeholders to discuss status of acquisition projects including but not limited to large scale IT integration, IT contracts that have a history of protest or litigation; or IT contracts that propose deviation from standard terms and conditions and IT contracts with certain dollar limitations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



IF YOU ARE TAKING THE:

- **SENIOR EDP (TECHNICAL)** SKIP TO PAGE 12 FOR THE KNOWLEDGE/SKILL/ABILITY PORTION OF THIS EXAM
- **SENIOR EDP (SUPERVISORY)** CONTINUE TO QUESTION 57

SENIOR EDP (Supervisory)

Under "Work Experience," please indicate:

Frequency:

A. If you have performed this task within the last 5 years

Frequency:

B. How often you perform this task
(Please select one box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column)

Length of Experience:

C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent.
(Please select one box from the "Length of Experience" column)

NOTE: There may be up to three (3) checkmarks for each question.

	Frequency					Length of Experience		
	A	B				C		
Performed task within last 5 years		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never	60+ months	24 to 59 months	0 to 23 months
57. Train and mentor staff on legislation, statutes, regulations, policies and procedures related to IT acquisition	<input type="checkbox"/>							
58. Supervises the work activities of subordinate staff to ensure work expectations are met	<input type="checkbox"/>							
59. Plans or delegates the work activities of staff in order to meet unit goals and objectives	<input type="checkbox"/>							
60. Monitors work performance by following-up with employee to ensure that performance expectations are being met	<input type="checkbox"/>							
61. Provides on-the-job and/or formal training to staff to ensure associated knowledge and skills needed to effectively complete work assignments are addressed	<input type="checkbox"/>							
62. Applies appropriate departmental disciplinary process for subordinate staff in the work unit to ensure staff meets performance standards and expectations	<input type="checkbox"/>							
63. Reviews and approves employee's work time and leave requests in order to accurately and timely record work hours in the timekeeping program	<input type="checkbox"/>							
64. Conducts interviews to fill vacancies within the unit in order to accomplish the goals and objectives of the unit	<input type="checkbox"/>							
65. Resolves conflicting priority requests for service and/or products provided by the unit through effective oversight, planning of unit activities, and working with customers to achieve workable plan of actions and commitments for service	<input type="checkbox"/>							

Under "Work Experience," please indicate: Frequency: A. If you have performed this task within the last 5 years Frequency: B. How often you perform this task (Please select <u>one</u> box from "Weekly", "Monthly/Quarterly", "Semi-Annual/Annual", or "Never" column) Length of Experience: C. Select the appropriate box that best describes your months (length) of work experience for each of the following tasks. Only count actual months worked. If counting substitute teaching experience, please convert working days to full-time month's equivalent. (Please select <u>one</u> box from the "Length of Experience" column) NOTE: There may be up to <u>three</u> (3) checkmarks for each question.	Frequency					Length of Experience			
	A		B				C		
Performed task within last 5 years		Weekly	Monthly/Quarterly	Semi-Annual/Annual	Never		60+ months	24 to 59 months	0 to 23 months
66. Conducts team-building sessions with staff	<input type="checkbox"/>		<input type="checkbox"/>						
67. Interprets and explains departmental policies, procedures, rules, regulations, laws, and/or practices to employees, the public, vendors, other state agencies, and organizations	<input type="checkbox"/>		<input type="checkbox"/>						

CONTINUE TO THE KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT ON THE NEXT PAGE

KNOWLEDGE/SKILL/ABILITY (KSA) ASSESSMENT

Please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.

Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.

Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, or have minimally applied it to an actual job.

No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.

	K S A L e v e l			
	Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
1. Knowledge of trends and capabilities associated with information technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Knowledge of acquisition methodologies to recommend the type of solicitations to be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Knowledge of types and capabilities of IT goods and services to develop solicitation and contract language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Knowledge of the preparation of informal/formal IT solicitation documents and IT contracts in order to facilitate the procurement/contract processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Knowledge of IT procurement specification development/system requirements/statement of work to create the solicitation document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Knowledge of IT principles, concepts and practices for analysis, design, development, implementation, testing, maintenance, documentation, etc. for the purchase and delivery of IT goods and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Knowledge of public purchasing laws and codes specific to IT procurements and contracting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Knowledge of IT equipment acquisitions and contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Knowledge of the State mandates governing the preference and participation programs relating to procurements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Knowledge of contract management process specific to managing IT contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Knowledge of value-effective concepts and cost modeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Knowledge of State IT project and procurement processes, including Special Project Report, and PIER requirements; and competitive, non-competitive, and LPA methodologies/requirements; and project management methodologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.	KSA Level			
	<u>Extensive</u> Knowledge, Skill, or Ability	<u>Moderate</u> Knowledge, Skill, or Ability	<u>Limited</u> Knowledge, Skill, or Ability	<u>No</u> Knowledge, Skill, or Ability
<p>Definition of Levels:</p> <p><u>Extensive</u> Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.</p> <p><u>Moderate</u> Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.</p> <p><u>Limited</u> Knowledge, Skill, or Ability: I have education or training relevant to this KSA, or have minimally applied it to an actual job.</p> <p><u>No</u> Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.</p>				
13. Knowledge of Public Contract Code, Government Code, and California Code of Regulations relating to State procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Knowledge of IT general and special provisions to create contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Ability to review project authorization and lease versus purchase analyses and make suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Ability to provide evaluation criteria on types and capabilities of IT hardware and software, personal and consulting services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Ability to lead and preside over conferences of managers and teams in developing specifications/system requirements/statement of work for IT systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Ability to negotiate changes with suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Ability to recommend changes in acquisition or contract laws, rules, policies, and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Ability to evaluate bids and proposals and award contracts to the lowest responsive and responsible bidder or the most value effective proposal in a fair and impartial manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Ability to gain cooperation and acceptance as an expert with stakeholders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Ability to maintain effective customer relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Ability to communicate effectively both written and verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Ability to make oral presentations on technical IT subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Ability to analyze situations accurately and take effective action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Ability to obtain consensus/approvals from end-users, management and staff on project issues and status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Ability to establish and maintain effective working relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Ability to monitor and resolve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Ability to apply creative thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Ability to adequately plan and complete multiple assignments at the same time that are in various stages of completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.	KSA Level			
	Extensive Knowledge, Skill, or Ability	Moderate Knowledge, Skill, or Ability	Limited Knowledge, Skill, or Ability	No Knowledge, Skill, or Ability
<p>Definition of Levels:</p> <p>Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.</p> <p>Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.</p> <p>Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, or have minimally applied it to an actual job.</p> <p>No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.</p>				
31. Ability to analyze IT contract requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Ability to develop IT specifications/statement of work on types and capabilities of IT hardware and software, personal and consulting services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Ability to read and understand State and Federal statutes, regulations, policies and procedures to ensure compliance with applicable statutes, regulations and policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Ability to perform basic math calculations to analyze data or solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Ability to conduct research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Ability to operate a personal computer using various software programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Ability to prepare complex solicitation documents, project authorization documents (special project report, desktop mobile computing policy, etc.) and lease versus purchase analyses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<p>IF YOU ARE TAKING THE:</p> <ul style="list-style-type: none"> • STAFF EDP EXAM, SKIP TO PAGE 16 FOR AFFIRMATION STATEMENT • SENIOR EDP (TECHNICAL) CONTINUE TO QUESTION 38 • SENIOR EDP (SUPERVISORY) CONTINUE TO QUESTION 38 			
SENIOR EDP (Technical)				
38. Knowledge of Leveraged Procurement Agreements (LPAs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Knowledge of acquisition methods (RFP, IFB, RFO, RFQ, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Knowledge of group dynamics and leadership principles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Ability to negotiate offers with suppliers to obtain best and final offer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Ability to conduct complex solicitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Ability to apply project management techniques to complex projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



IF YOU ARE TAKING THE:

- **SENIOR EDP (TECHNICAL)** SKIP TO PAGE 16 FOR AFFIRMATION STATEMENT
- **SENIOR EDP (SUPERVISORY)** CONTINUE TO QUESTION 44

Please rate your Knowledge, Skill, or Ability (KSA) by indicating the box that best describes your level of the KSA for each of the following areas.

Definition of Levels:

Extensive Knowledge, Skill, or Ability: I have applied this KSA in an actual setting while performing a job.

Moderate Knowledge, Skill, or Ability: I have this KSA to perform this task, but may require general supervision.

Limited Knowledge, Skill, or Ability: I have education or training relevant to this KSA, or have minimally applied it to an actual job.

No Knowledge, Skill, or Ability: I have no experience, education or training relevant to this KSA.

KSA Level

Extensive Knowledge, Skill, or Ability

Moderate Knowledge, Skill, or Ability

Limited Knowledge, Skill, or Ability

No Knowledge, Skill, or Ability

SENIOR EDP (Supervisory)

44. Knowledge of corrective actions and progressive disciplinary techniques to provide effective, monitoring, coaching, and counseling		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Knowledge of conflict resolution techniques		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Knowledge of strategic planning principles and concepts		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Knowledge of personnel procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Knowledge of applicable laws and policies, State and Federal statutes, regulations, and procedures to ensure compliance with applicable statutes, regulations and policies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Knowledge of collective bargaining agreements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Knowledge of Equal Employment Opportunity principles and objectives		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Skill to manage projects		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YOUR COMPLETED QUALIFICATIONS ASSESSMENT MUST INCLUDE YOUR ORIGINAL SIGNATURE ON THE NEXT PAGE

PREPARATION FOR HIRING INTERVIEW

If you are successful in this examination and called for a hiring interview, you will be asked to supply transcripts of your college course work, proof of degree(s) received and any credential(s) that may be applicable. Additionally, you may be asked to supply supplemental documentation to verify your responses in this examination. It is strongly recommended that you assemble transcripts and licenses in advance to expedite the process.

QUALIFICATIONS ASSESSMENT RETURN AND MAILING PROCEDURES

This Qualifications Assessment will account for 100% of the weight of your examination for this classification. **You may mail or deliver in person the completed Qualifications Assessment to the following address:**

Department of General Services
Office of Human Resources
707 3rd Street, 7th Floor
West Sacramento, CA 95605
Attention: Joni-Marie Casias

NOTE:

- Candidates whose Qualifications Assessment is postmarked, personally delivered, or received via interoffice mail **after** the due date will be eliminated from the examination.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Qualifications Assessment for your records.

AFFIRMATION STATEMENT

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

“The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility.”

I hereby certify and understand that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____

DATE: _____

NAME (PRINTED): _____

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT