



Data Processing Manager 1 and 2

This multi-level examination is for:

Class Code: 1381 – Data Processing Manager 1

Class Code: 1384 – Data Processing Manager 2

Department(s): All State Departments

Opening Date: September 21, 2009

Final Filing Date: Continuous

Type of Examination: Servicewide, Open

Salary: DATA PROCESSING MANAGER I, \$5,560.00 - \$7,311.00

DATA PROCESSING MANAGER II, \$6,115.00 - \$8,038.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of 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.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, service wide eligible list will be established by the California Department of Human Resources for use by all State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

DATA PROCESSING MANAGER I

EITHER I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.

OR II

Four years of progressively responsible experience in EDP systems design, programming, or operations, at least two years of which shall have been in a supervisory assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Information Systems Technician Supervisor II.)

DATA PROCESSING MANAGER II

EITHER I

One year of experience in the California state service performing electronic data processing duties of a class with a level of responsibility equivalent to [Data Processing Manager I](#).

OR II

Five years of progressively responsible experience in EDP system design, programming, or operations, at least one year of which shall have been in a management assignment. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager I.)

ALL LEVELS:

Education Experience:

The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level:

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

POSITION DESCRIPTION

DATA PROCESSING MANAGER I

This is the first full management level responsible for planning, organizing, coordinating and reviewing the activities of a data processing staff through subordinate supervisors or may (1) direct all activities in a small EDP (IT) organization with responsibility for any combination of analysis, programming, processing, computer operation, and related functions, or (2) direct a group of data processing analysts at the journey person level.

DATA PROCESSING MANAGER II

This is the second level of management in a medium to large EDP (IT) organization requiring subordinate managers at the Data Processing Manager I level with responsibility for analysis, programming, processing, computer operations or other related EDP (IT) functions or may (1) direct a large unit of analysts or programmers, or (2) direct a combination of EDP (IT) functions representing an equivalent level of responsibility, or (3) direct all activities of a small, complex EDP (IT) organization, or (4) direct the computer operations of a large to very large EDP (IT) organization serving multiple departments.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to view the training and experience questions.](#)

KNOWLEDGE AND ABILITIES

All Levels

Knowledge of:

1. Equal Employment Opportunity (EEO) policies to ensure compliance and maintain a work environment free from harassment and discrimination

Ability to:

1. Assign and delegate work to others.
2. Monitor the work of others to ensure that it meets quality, quantity, and timeliness standards.
3. Plan, organize, lead, and oversee the work activities of others.
4. Establish and maintain priorities and expectations with others.
5. Develop policies and procedures to provide for the effective operation of the organization.
6. Lead organizational change.
7. Facilitate teams and groups to meet organizational goals and objectives.
8. Plan, coordinate, and direct the activities of IT staff to deliver customer services.
9. Facilitate meetings with stakeholders (e.g., Subject Matter Experts, staff, vendors, etc.) to resolve complex IT related problems.
10. Develop presentations for delivery to various audiences.
11. Lead others in supporting the organization's mission and/or vision.
12. Work with stakeholders at all levels to achieve the organization's strategic direction, goals, and objectives.

Data Processing Manager 2

Knowledge of:

1. Principles, practices, and trends of strategic and tactical planning.
2. Principles, practices, and trends of organizational management.
3. IT procurement processes to justify and secure resources.
4. Project management methods and techniques to effectively oversee projects to successful conclusion.
5. Project oversight principles, policies, techniques, and methods in order to ensure the successful completion of projects.
6. System Development Life Cycle (SDLC) principles and best practices.
7. IT governance, principles, and guidelines.
8. Various IT disciplines and functions such as network administration, application development, servers and systems, mainframe administration, business consulting, helpdesk services, and database administration.

Ability to:

1. Manage the performance of contract vendors, consultants, and technical specialists.
2. Resolve performance problems with staff.
3. Determine and apply appropriate disciplinary action to employees in the organization.
4. Evaluate staff performance using objective measures to provide feedback and guidance.
5. Apply the principles of information security as they relate to the protection of IT assets.
6. Develop and establish IT tactical directions.
7. Interpret and apply the department's strategic plan (e.g., mission, vision, values, goals and objectives) to align unit and section goals with organizational direction.

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.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division
1515 S Street, North Building, Suite 400
Sacramento, CA 95811-7258
1-866 844-8671

California Relay Service: (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

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GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of written test fails to reach him/her 3 days prior to his/her scheduled appointment, he/she must contact CalHR at 1-866-844-8671.

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. However, locations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, 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 this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [class specifications for Data Processing Manager Series](#).

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

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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 Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 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 [online](#) and at the Department of Veterans Affairs.

Bulletin Revision Date: 07/07/2017

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: Click the link at the bottom of this bulletin.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Internet Examination.](#)