



## Data Processing Manager 3 and 4

Exam Code: 8PB64

This multi-level examination is for:

Class Code: 1393 – Data Processing Manager 3

Class Code: 1387 – Data Processing Manager 4

Department(s): All State Departments

Opening Date: 9/21/2009 11:22:00 AM

Final Filing Date: Continuous

Type of Examination: Servicewide, Open

Salary: DATA PROCESSING MANAGER 3, \$7,260.00 - \$8,656.00

DATA PROCESSING MANAGER 4, \$7,982.00 - \$9,518.00

### 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 3

###### EITHER I

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager 1, at least one year of which shall have been in a management assignment.

###### OR II

Three years of experience directing all phases of the operation of a large electronic data processing installation. (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 2.)

##### DATA PROCESSING MANAGER 4

###### EITHER I

Two years of experience in the California state service performing the duties of a Data Processing Manager 2. (Persons who have completed two years of experience performing EDP duties of a class with a level of responsibility equivalent to Data Processing Manager 2 may substitute on a year-for-year basis up to two years of other managerial experience at the Data Processing Manager 2 level and may substitute up to one year of managerial experience at a lower level.)

###### OR II

Four years of experience directing all phases of the operation of a large electronic data processing installation. (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 3.)

#### 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 3

The incumbent has full management responsibility for a medium size EDP organization or directs a major data

processing function or functions in a large, complex EDP organization requiring subordinate managers at the Data Processing Manager II level or may (1) direct and coordinate a highly complex project which impacts on multiple departments, or (2) direct a program involving the development and administration of service wide EDP plans, policies, procedures, and standards, or (3) function as a project manager responsible for designing, configuring, and developing the most technically advanced business solution/EDP projects.

#### **DATA PROCESSING MANAGER 4**

The incumbent has full management responsibility for a large EDP organization requiring subordinate managers at the Data Processing Manager II and III levels or may (1) directly under the manager of one of the largest EDP organizations, manage a significant portion of the organization, or (2) direct a highly complex, interdepartmental project where the work is of the most critical and sensitive nature.

#### **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**

**Scope:** The examination for the Data Processing Manager 3 and Data Processing Manager 4 will be weighted 100% Training & Experience Evaluation and will evaluate candidates' education and experience based on the following knowledge and abilities:

Knowledge of:

1. Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.
2. Employee supervision, training, development and personnel management.
3. Current computer industry technology and practices.
4. Principles of data processing systems design, programming, operations, and controls.
5. State level policies and procedures relating to EDP.
6. The department's goals and policies.
7. Department's Equal Employment Opportunity (EEO) objectives.
8. A manager's role in the Equal Employment Opportunity Program and the processes available to meet EEO.
9. Principles of the governmental functions and organizations at the State level, including the legislative process.

Ability to:

1. Develop and evaluate alternatives, make decisions and take appropriate action.
2. Establish and maintain priorities.
3. Effectively develop and use resources.
4. Identify the need for and assure the establishment of appropriate administrative procedures.
5. Plan, coordinate and direct the activities of a data processing staff.
6. Make effective use of interdisciplinary teams.

7. Reason logically and creatively and use a variety of analytical techniques to resolve managerial problems.
8. Present ideas and information effectively, both orally and in writing.
9. Consult with and advise administrators and other interested parties on a variety of subject-matter area, translating technical data processing terms into everyday language.
10. Gain and maintain the confidence and cooperation of others.
11. Effectively contribute to the department's EEO objectives.

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

#### 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](http://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:** 7/03/2017

#### **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.](#)