



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Information Technology Supervisor II

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$6,426 - \$8,611

LOCATION: Information Technology Services Branch
Administrative & Financial Management Services Division

FINAL FILING DATE: Until Filled

ABOUT THE COMMISSION:

The California Energy Commission is the state's primary energy policy and planning agency that is committed to reducing energy costs and environmental impacts of energy use - such as greenhouse gas emissions - while ensuring a safe, resilient, and reliable supply of energy.

DUTIES/RESPONSIBILITIES:

The Commission is looking for a dynamic, highly motivated professional to supervise the Application Development Office in the Information Technology Services Branch (ITSB). The incumbent will have a leadership role in an information technology organization with responsibility for several new and existing application development efforts.

Under the direction of the Information Technology Manager I, the incumbent will:

- Supervise and assign work to professional programmers in the Application Development Office
- Oversee software development, and perform project management, planning, coordination, testing, budgeting, contracting, scheduling, maintenance, installation, configuration management and acceptance of application development projects.

The incumbent must demonstrate leadership skills and proficiency with respect to software development lifecycle, best practices, team building, and project management. The incumbent must be able to plan, organize, direct and manage the activities and resources of the Application Development Office staff. The incumbent will develop and maintain application development processes and documentation in collaboration with the Project Management Office (PMO) within ITSB. The incumbent will maintain and enhance application technology standards for application development.

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

Ability to:

- Provide strong leadership
- Manage a diverse team of programmers to design and implement complex IT solutions

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- Plan and organize work assignments
- Work with stakeholders to understand their business needs
- Be familiar with the Dept. of Technology's PAL process
- Communicate with all levels within the organization using presentations and executive summaries
- Be familiar with the implementation of project schedules for monitoring and tracking
- Demonstrate excellent writing skills
- Motivate team members to understand and meet goals and objectives
- Mentor and coach in an effort to gain respect, and increase knowledge, skills, abilities of staff

STATEMENT OF QUALIFICATIONS:

Please answer/address the questions/statements below. Your responses must be numbered to coincide with the numbered questions/statements below and be no more than a total of two pages. **Applications received without a SOQ will not be considered.**

Your Statement of Qualifications must address the following:

1. Describe your experience and knowledge in a leadership role for a successful software development project. Provide an example of what you were required to do.
2. Describe your experience solving complicated business and technology problems for a client. Give examples of your contribution to innovation in your current and prior job and the specific role you played.
3. Describe your information technology experience and your approach to leading, and delivering information technology products and services.

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #210-469 and Position #535-210-1404-001 in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcomed but do not take the place of the completed State Application STD 678. Applications will be screened for experience and only the most qualified will be contacted for an interview. Electronic applications will be accepted. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

SUBMIT APPLICATIONS TO:

Personnel Services Office

Attn: RPA #210-469

1516 9th Street, MS-3

Sacramento, CA 95814

Phone: 916-654-4305

**California Relay (Telephone) Service for
the Deaf or Hearing-Impaired**

From hTDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922