

# Job Posting: Senior Project Manager

## CA State Lottery

JC-404692 - Senior Project Manager  
INFORMATION TECHNOLOGY SPECIALIST II

\$7,893.00 - \$10,576.00 per Month

Final Filing Date: 12/27/2023

### Job Description and Duties

The California State Lottery (Lottery) is looking for a talented Senior Project Manager with a collaborative attitude and passion for determining a path forward to aid in the successful delivery of projects directly supporting our business and strategic goals. The Lottery is a forward thinking, exciting and unique enterprise in the State with a diverse environment, which offers either a remote or office-based opportunities! Come join us and be part of a rewarding organization with a singular focus of generating funding for education through the sale of Lottery products!

This position is headquartered at the Sacramento HQ and is eligible for either a remote-based or office-based telework schedule. Employees must be able to report to their assigned headquarters office as needed. Travel expense to and from the assigned headquarters are the responsibility of the employee. Eligibility for telework requires employee residence in California per California Government Code Section 14200 which states: "telecommuting means the partial or total substitution of computers or telecommunication technologies, or both, for the commute to work by employees residing in California.

**This position requires a current Information Technology Specialist II exam. If you need to take the exam or if your score has expired, click [here](#) to gain list eligibility.**

This position is headquartered at the (Location) and is eligible for either a remote-based or office-based telework schedule. Employees must be able to report to their assigned headquarters office as needed. Travel expense to and from the assigned headquarters are the responsibility of the employee. Eligibility for telework requires employee residence in California per California Government Code Section 14200 which states: "telecommuting means the partial or total substitution of computers or telecommunication technologies, or both, for the commute to work by employees residing in California.

When choosing a state organization to work for, there are a lot of options. Why choose the California State Lottery?

#### People are drawn to the Lottery because we:

- Are an energetic, creative, and talented team
- Value diversity and inclusion in the workplace
- Empower team members to bring their knowledge, expertise, and innovation
- Recognize individual and team contributions
- Support the importance of work-life balance
- Invest in the professional development of our team members
- Are dedicated to preserving our environment by lowering our carbon footprint

#### May consider a Training & Development assignment.

All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to clearly demonstrate how you meet the Minimum Qualifications for the position on your State Application (STD Form 678). The application should also clearly demonstrate the candidate's ability to meet the Desirable Qualifications identified in this job advertisement. The Classification Specification is located on this Job Announcement Posting under "Minimum Requirements."

It is highly recommended that you apply online using your CalCareers account. It is not necessary to return the contact letter if you applied electronically. Please ensure to monitor your email and/or CalCareers account for communication associated with your application submission.

The Lottery is less than 30 minutes from all that Downtown Sacramento has to offer. Amenities include an onsite restaurant, close to the light rail station, electric car charging stations, and free parking!! Apply today to join a dynamic organization that is not only passionate about its mission, but also its people!!

You will find additional information about the job in the [Duty Statement](#).

## Working Conditions

- Work in fast paced environment with frequent changes to priorities..

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [INFORMATION TECHNOLOGY SPECIALIST II](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

## Position Details

**Job Code #:** JC-404692  
**Position #(s):** 358-110-1414-006  
**Working Title:** Senior Project Manager  
**Classification:**  
INFORMATION TECHNOLOGY SPECIALIST II  
\$7,893.00 - \$10,576.00 A

**# of Positions:** 1  
**Work Location:** Sacramento County  
**Telework:** Telework  
**Job Type:** Permanent, Full Time

## Department Information

The California Lottery is a multi-billion-dollar enterprise headquartered in Sacramento. It is one of the few state organizations that is a revenue generator, not accepting taxpayer dollars from the state's general fund. Our mission is to provide supplemental funding for California's public schools and colleges. We are passionate about creating a better tomorrow - one child at a time. The mix of talented people within our workplace reflects the rich diversity inherent within the State of California. We celebrate the contributions of each individual and strive to create a work environment that is inclusive, collaborative, and welcoming. We believe in California For All.

In fiscal year 2021-22, the California Lottery generated sales of more than \$8.8 billion with over \$2 billion earned for California public schools. Lottery products are sold at more than 23,000 retail locations throughout the state, from independent neighborhood shops to convenience stores, liquor stores to supermarkets, and more. Retail product offerings include an average of 52 fun and entertaining Scratchers games and several draw games, including jackpot games such as Powerball, Mega Millions, and SuperLotto Plus and daily games such as Fantasy 5 and Hot Spot.

Department Website: <http://www.calottery.com>



## Special Requirements

- The position(s) require(s) a Background Investigation be cleared prior to being hired.
- The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense.
- If you are basing your eligibility on education, (<http://www.calhr.ca.gov/state-hr-professionals/pages/job-descriptions.aspx>), provide your transcripts. Applicants with foreign transcripts must provide a transcript evaluation

that indicates the number of units to which the foreign course work is equivalent. Transcripts and evaluations may be unofficial; **official transcripts will be required upon appointment**. Please redact birthdates and social security numbers.

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. 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.

Final Filing Date: 12/27/2023

### Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply. Individuals who are eligible for a Training and Development assignment may also be considered for this position(s).

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

#### Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

CA State Lottery  
Attn: Human Resources JC-404696  
700 N. 10th Street, MS#6-5  
Sacramento, CA 95811

#### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

CA State Lottery  
Human Resources JC-404696  
700 N. 10th Street, MS#6-5  
Sacramento, CA 95811  
08:00 AM - 05:00 PM

#### Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Statement of Qualifications - See instructions below

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- PMP Certification.
- 2 years project management experience leading IT projects.
- Experience in Agile methodology and SCRUM framework.
- Excellent interpersonal, verbal and written communication skills.
- Excellent people skills with ability to build collaborative, high performing project teams.
- Excellent analytical, problem solving, and decision-making abilities.
- Organized and efficient; able to work in a fast-paced, challenging, creative, and delivery-focused environment.
- Ability to handle multiple concurrent projects, thrive under pressure, and while remaining professional at all times.
- Ability to effectively negotiate and use persuasion when necessary to ensure the success of the team and/or project.
- Ability to easily adapt to changing priorities

## Benefits

- Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.
- Please click on the link below to learn about the California State Civil Service Employee Benefits.

### [Benefits Summary](#)

## Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

**Department Website:** <http://www.calottery.com>

**Human Resources Contact:**

Human Resources JC-404692  
(916) 822-8158  
[Careers@calottery.com](mailto:Careers@calottery.com)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

Equal Employment Opportunity Office  
(916) 822-8458  
[eeooffice@calottery.com](mailto:eeooffice@calottery.com)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## Position Location

Sacramento Headquarters  
700 North 10<sup>th</sup> Street  
Sacramento, CA 95811

## Statement of Qualifications

The responses to the Statement of Qualifications (SOQ) are required and will be used with the State Application (STD 678) to identify the most qualified applicants that will be invited to participate in the interview phase of the hiring process. All applicants must complete the SOQ or will not be considered for an interview. Responses such as "See Resume" will not be considered. The SOQ is limited to two pages total, not less than 11-point font, standard margins. By submitting this SOQ, you are certifying that you have read and understood the above instructions and that all information provided in the SOQ is true to the best of your knowledge.

1. Describe an example of the largest enterprise project you have managed, including the following: The length of the project, the overall budget, the scope, how many stakeholders were involved and project success? What personal lessons learned were identified and how did you ensure they were implemented in the management of future projects?
2. Describe a time when you were responsible for analyzing a complex situation, developing a recommendation, and presenting the proposed solution. Your response should include disciplines used from the areas of enterprise project management, business analysis and strategic planning.

## Equal Opportunity Employer

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

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