

# Job Posting: Information Technology Project Manager

## Department of Justice

JC-403982 - Information Technology Project Manager  
INFORMATION TECHNOLOGY SPECIALIST I

\$5,960.00 - \$9,643.00 per Month

Final Filing Date: 12/20/2023

## Job Description and Duties

The California Department of Justice is seeking a motivated individual to work as an Information Technology Specialist I in the Project Management Office.

Under the general direction of the Information Technology Supervisor II, the Information Technology Specialist I (ITS I) will independently plan, organize and manage the most complex tasks related to planning and managing information technology (IT) projects at the expert level.

The ITS I is responsible for planning, scheduling, leading, and conducting the activities necessary to plan and manage IT projects and system development methods, based on industry best practices and alignment with the Department and Division's vision, goals, and objectives. The ITS I will prepare, guide, and assist project team in the planning activities required for the preparation of Project Approval Lifecycle deliverables, Special Project Reports, Post Implementation Evaluation Reports, Economic Analysis Worksheets and Financial Analysis Worksheets, applying knowledge and skills in alignment with project management concepts, principles, practices, and processes prescribed by the California Project Management Framework, Project Management Body of Knowledge, the California Project Approval Life Cycle, IT Systems Development Life Cycle standards, methodologies, processes and State IT policies.

Assignments will involve management of Delegated, Non-delegated low and medium criticality projects needed for continued operation of State business processes and/or implementing legislative mandates. The project manager may be assigned to and responsible for management of multiple projects concurrently. The incumbent is involved in the planning and organization of the Department of Justice project resources to move the project towards completion. This includes resource management including finances, technology, and intellectual property. It also involves identifying and managing risks, careful resource management, smart budgeting, and clear communication across multiple teams and stakeholders.

Please let us know how you heard about our position by taking this brief survey:

<https://www.surveymonkey.com/r/P7X675V>

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

## Working Conditions

This position is designated for telework under Government Code section 14200 for eligible applicants residing in California and may require reporting to headquarters or field offices and facilities to fulfill operational needs. All telework schedules are subject to change and may be reevaluated at any time. Telework does not change the terms and conditions of employment, the essential functions of job duties, or required compliance with the Department of Justice policies.

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [INFORMATION TECHNOLOGY SPECIALIST I](#)

## Position Details

**Job Code #:** JC-403982  
420-862-1402-033  
**Position #(s):** 420-862-1402-060  
**Working Title:**  
**Information Technology Project Manager**  
**Classification:**  
INFORMATION TECHNOLOGY SPECIALIST I  
\$5,960.00 - \$7,988.00 A  
\$6,554.00 - \$8,784.00 B  
\$7,197.00 - \$9,643.00 C

**# of Positions:** 2  
**Work Location:** Sacramento County  
**Telework:** Telework  
**Job Type:** Permanent, Full Time  
**Work Shift:** Day Shift  
**Work Week:** Monday - Friday

## Additional Documents

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

## Department Information

This position is located in the California Justice Information Services Division, Enterprise Services Bureau, Project Management & Procurement Branch, Project Management & Oversight Section, Project Management Office.

Please disregard the SROA/Surplus language below as the Department of Justice requires applicants to submit their SROA/Surplus Letter if that is the basis of their eligibility.

For more information about the department, please visit the Attorney General's website at [www.oag.ca.gov](http://www.oag.ca.gov).



## Special Requirements

A fingerprint check is required.

Clearly indicate JC – 403982 in the “Examination(s) or Job Title(s) For Which You Are Applying” section of your State Application.

Please carefully read the following sections to apply for this position:

- Required Application Documents
- Statement of Qualifications Instructions
- Desirable Qualifications

## 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: 12/20/2023

### 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.

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:

Department of Justice  
Attn: Corrina Rodacker JC-403982  
Department of Justice 4949 Broadway  
Room D-214  
Sacramento, CA 95820

### **Address for Drop-Off Application Packages**

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

Department of Justice  
Corrina Rodacker JC-403982  
Department of Justice 4949 Broadway  
Room D-214  
Sacramento, CA 95820  
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 - Please see Statement of Qualifications section 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:

- Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and particularly the ability to represent the California Department of Justice effectively with control agencies, key customers, stakeholders and internal staff.
- Experience influencing, developing, and maintaining statewide policies and IT standards including coordinating with state, federal and local entities in implementing IT initiatives and policies.
- Experience performing project management disciplines to plan and manage IT Projects leveraging the Project Approval Lifecycle, California Project Management Framework, and Project Management Body of Knowledge.
- Experience with developing project management charters, WBS, plans, schedules, and conducting risk and issue assessments and analysis
- Experience managing projects that establish new IT service offerings
- Strong written and verbal communication skills
- Proficient in MS Suite including Project, PowerPoint, and Visio
- Knowledge of IT Infrastructure Library (ITIL) methodologies depending upon area of specialty
- Experience with Budget and Cost Recovery analysis
- Experience with planning, developing, and managing IT procurements and contracts
- Strong ability to reason logically, analyze situations, and reach sound conclusions
- Ability to prioritize, multi-task, and manage several projects concurrently
- Ability to utilize diplomacy, tact, and professionalism
- Ability to exercise good judgment and meet deadlines

- Ability to consistently exercise a high degree of initiative, independence, and originality

## Benefits

Benefit Information - Please access this link for information on benefits afforded to employees who work for the State of California - <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>.

## Contact Information

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

### Human Resources Contact:

Corrina Rodacker  
(916) 210-2587  
[corrina.rodacker@doj.ca.gov](mailto:corrina.rodacker@doj.ca.gov)

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:

EEO Officer  
(916) 210-7580  
[EERROffice@doj.ca.gov](mailto:EERROffice@doj.ca.gov)

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.

## Statement of Qualifications (SOQ)

### Applications received without an SOQ will not be considered.

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. Your application may be disqualified from consideration if your SOQ does not adhere to the requirements listed below.

- **The SOQ should be numbered in the same order and should address the three statements below.**
- The SOQ should be typed in 11 point font, single-spaced, on letter sized paper (8.5" x 11"), and limited to one page per item, no more than three pages in length.
- Identify each page with applicant's full name.
- Responses should be complete, specific, clear, concise, and include examples.
- Resumes will not be considered a substitute for the SOQ.

For each of the statements below, please provide specific examples of your experience in the relevant areas. Include a discussion of pertinent issues, course of action, outcome and measurements of success.

1. Please share your work experience, education, and achievements that you believe qualifies you for the DOJ IT Specialist I position.
2. Describe in detail your knowledge and experience of the IT project management, state policies, legislative process, budgets, personnel, labor relations, and contracting processes.
3. Describe your experience conducting planning activities required to complete California Department of Technology's Project Approval Lifecycle stages.

## Additional Application Filing Information

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be date stamped and will arrive by the final filing date. If your application does not have a postmark or date stamp and arrives after the final filing date, your application will not be accepted for that cut-off date. If your application is submitted after the most recent cut-off date, it will be applied to the next review period. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof of delivery prior to the final filing date.

The hiring unit has established the following cut-off dates for this job control: every Monday. Applications will be

reviewed according to the date of submission. If your application is submitted after the most recent cut-off date, it will be applied to the next review period.

## 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.