

Job Posting: Project Manager

Department of Social Services

JC-381147 - Project Manager
INFORMATION TECHNOLOGY SPECIALIST I

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

Final Filing Date: Until Filled

Job Description and Duties

Are you looking to make a difference in the lives of young Californians? Are you looking to have a direct impact on early childhood development, including getting food and nutrition to those in need?

The California Department of Social Services' (CDSS) Information Systems Division (ISD) has an amazing opportunity for an Information Technology Specialist I (ITS I) to join a dynamic team and make a difference in many young Californians' lives. Under the general direction of the Project Management and Project Support Bureau Chief, IT Supervisor II, the Project Manager, ITS I, is responsible for project management and project support functions to manage CDSS complex information technology projects.

The following includes the key duties and/or responsibilities of the Project Manager position:

- Overseeing and managing scope, resources, and schedules for all aspects related to the project.
- Plan implement and coordinate project activities with internal and/or external stakeholders, oversight agencies and vendor teams.
- Participates in and oversees the planning, development, implementation, and maintenance of individual project objectives and short- and long-range plans; develops tracking and evaluation programs to assist in the accomplishment of established project goals and objectives.
- Manages the working relationships and collaboration between project leadership, agency, department directorate, business partner, stakeholders, and advocacy groups.

Telework / Remote Work Information: This position has been designated as eligible for telework. The position may require in-person attendance when requested.

This advertisement is posted as until filled. Applications will be reviewed on the 1st & 15th business day of each month, and selections can be made. However, the Job Control will remain open until the vacancy is filled.

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

Working Conditions

This work location is very convenient! The CDSS is located two blocks from the light rail and public transportation: within walking distance to the State Capitol, parks, restaurants, farmer's markets and the Golden 1 Arena. Our building has easy access to I-5, Highway 50 and Highway 80.

Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [INFORMATION TECHNOLOGY SPECIALIST I](#)

Additional Documents

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

Position Details

Job Code #: JC-381147
Position #(s): 800-712-1402-008
Working Title: 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: 1
Work Location: Sacramento County
Job Type: Permanent, Full Time

Department Information

Are you interested in making a difference in the lives of fellow Californians while achieving your career goals? Do you set high standards for yourself and enjoy a collaborative and challenging work environment? The California Department of Social Services (CDSS) serves, aids and protects needy and vulnerable children and adults in ways that strengthen and preserve families, encourage personal responsibility and foster independence. CDSS employees are our most important resource in serving California's needy and vulnerable children and families.

The Information Systems Division (ISD) mission is to develop, support and promote the business value of IT which comes from the ability to conduct business processes more reliably, faster and at a lower cost. ISD creates value by continually improving customer service and providing access to information that enables better decision making by the California Department of Social Services (CDSS) business units.

ISD accomplishes this by:

- Effectively managing information systems and equipment;
- Planning, communication and implementing responsible information technology policies and solutions; and,
- Sharing and transferring information technology knowledge and tools

CDSS CULTURE

CDSS' goal is to foster a culture that values diversity, equity, and inclusion within our Department, that actively invites the contribution and participation of all people, and is representative of the varied identities and different perspectives in California. In our role as public administrators, our charge is to ensure that our programs and our workplaces provide all Californians the opportunity to thrive.



Special Requirements

This position is subject to fingerprinting clearance by the Department of Justice.

You are required to complete employment history on the application form (STD 678). You may be disqualified from the recruitment process if the employment history is not complete. Resumes will not take the place of employment history.

If you are meeting minimum qualifications with education, you must include your unofficial transcripts for verification. If selected, you may be required to provide official transcripts at the time of hire.

Training and Development assignments may be considered based on the availability of eligible candidates and are subject to approval by the Hiring Authority prior to appointment. Training and Development assignments are considered limited term, 12 months, and may be extended up to 24 months or become permanent.

Candidates who reside outside of the State of California may be admitted to the job interview, but they must provide proof of residence in California prior to being eligible for appointment.

Application Instructions

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: Until Filled

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. 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 Social Services
Attn: Classification & Pay Unit
P.O.Box 944243
Sacramento, CA 94244-2430

Address for Drop-Off Application Packages

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

Department of Social Services
Classification & Pay Unit
744 P Street, MS 8-15-58
Sacramento, CA 95814
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. 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 optional. It may be included, but is not required.

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.

Benefits

There are many benefits to joining our team! The State of California has a generous benefits package that includes medical coverage, CalPERS pension upon retirement, two weeks paid vacation per year, two weeks paid sick leave per year, two paid Professional Development Days, one paid Personal Holiday, pre-tax parking fee program.

Transportation Reimbursement of 75% is available to eligible employees, reimbursement is not to exceed \$100, and employee must provide proof of transportation pass payment.

[Click here to view all the attractive benefits available to state employees!](#)

Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

Hiring Unit Contact:

Tuongvy Dao
(916) 205-2620
Tuongvy.Dao@dss.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 Office
(916) 657-2326
EEOoffice@dss.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.

Examination Information

Those interested in obtaining employment with the California Department of Social Services must apply and compete through the State recruitment process. Applicants who successfully pass the examination will be placed on an eligibility list used to recruit for positions.

To apply for the examination for this position, click on the link below to search for the examination and follow the "How to Apply" instructions in the examination announcement:

[CalCareers Exam/Assessment Search](#)

If you already have list eligibility for this classification, you do not need to retake the examination, except when your list eligibility expires. For questions regarding the examination process and/or career opportunities with the California Department of Social Services, please contact the Examination Unit at examinations@dss.ca.gov.

Applicant Survey

Please let us know how you learned about this career opportunity by taking the brief survey that follows: [Recruitment Survey](#).

Do not include any confidential information on any documents (i.e., application, resume, or transcripts) you submit for this job vacancy. Confidential information that should be excluded or removed from these documents include but is not limited to: Social Security Number (SSN), birthday and/or age, photos, student/other ID number, driver's license number (unless required), basis of eligibility, exam results, LEAP status, and marital status. Confidential information submitted via a CalCareer Account (electronic application) is automatically redacted upon submission.

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.