



California Public Employees Retirement System

PROJECT MANAGER (INFORMATION TECHNOLOGY)
DEPARTMENTAL OPEN EXAMINATION – SACRAMENTO COUNTY
EXAM CODE: 4PABJ
FINAL FILING DATE: CONTINUOUS EXAMINATION FILING

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON. 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.

WHO MAY APPLY This is an OPEN examination for the Public Employees' Retirement System (CalPERS). Anyone who meets the minimum qualifications as stated on this announcement may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply. Once you have taken the examination, you may not reapply for six (6) months.

HOW TO APPLY Applications are available through the internet at http://www.jobs.ca.gov and may be filed in person or by mail. Incomplete examination packets or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed will not be accepted for any reason.

Deliver in Person: CalPERS Human Resources Division Exam Services Unit - (Attn: Melinda Mercado) 400 P Street, Room 3260, LPN Sacramento, CA 95814
By Mail to: CalPERS Human Resources Division Exam Services Unit - (Attn: Melinda Mercado) P.O. Box 942718 Sacramento, CA 94229-2718

PLEASE REFER TO EXAM CODE 4PABJ ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO CALHR OR THE STATE PERSONNEL BOARD.

FINAL FILING DATE Applications will be accepted on a continuous basis.

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065.

MONTHLY SALARY RANGE Minimum \$7,442 Maximum \$8,872

POSITION DESCRIPTION Project Manager (Information Technology) is responsible for managing or overseeing all aspects of one or more IT projects applying industry standards, principles, methods, techniques, using planning, monitoring, and controlling principles tools to deliver an IT product, service, or system. Incumbents in this parenthetical are distinguished from other Project Managers because they are required to have IT experience and education to assume the project management responsibilities.

Under general direction, the project manager oversees and manages all aspects and phases of one or more projects. The project manager is fully responsible for directing the following activities: project integration including the initial project feasibility study and analysis and project plan execution; the conduct of integrated change control; scope management; cost management; human resources management; project communications; risk management; procurement planning and management; and close out functions. Makes policy recommendations to management on sensitive or complex issues; works with control agencies to comply with state administrative requirements; and conducts presentations or briefings on aspects of the project(s) to Executive management and may testify before committees, control agencies, review boards, and/or the legislature.

In addition to the above, incumbents in the Project Manager (Information Technology) class manage IT activities including: identification and analysis of customers' IT systems and infrastructure requirements or environments; design and development of the IT solution(s); purchase or contract for IT services, equipment, products, and/or supplies; integration of information systems and/or subsystems; development of information systems testing strategies and plans; identification of infrastructure configuration and change management standards or requirements; and development or implementation of IT systems security plans and procedures.

Positions exist within the California Public Employees' Retirement System in Sacramento California.

**REQUIREMENTS
FOR ADMITTANCE
TO THE
EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. Applications/resumes without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD 678). College course information must include: title, number of semester or quarter credits, name of institution, completion dates, and degree (if applicable). **All applicants must submit proof of the completion of the educational requirement (if applicable) at the time of filing with the State Application (STD 678). Applications received without this information will be rejected.**

**EXAMINATION
INFORMATION****TRAINING AND EXPERIENCE QUESTIONNAIRE WEIGHTED 100%**

The entire examination will consist of an evaluation of training and experience weighted 100%. The [Training and Experience Questionnaire](#) is designed to elicit specific information regarding each candidate's education and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria. In order to obtain a position on the eligible list, a candidate must meet the examination requirements and must attain a minimum of 70.00% on the examination.

[Click the link below to complete the Training and Experience Questionnaire:](#)

<https://www.surveymonkey.com/s/4PA24TOI>

CalPERS and the California Department of Human Resources (CalHR) reserve the right to revise the examination plan to better meet the needs of the service if 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.

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her state application. List all experience relevant to the "Minimum Qualifications" shown on this announcement even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

**MINIMUM
QUALIFICATIONS**

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

Possession of the Project Management Professional (PMP) Certificate issued by the Project Management Institute (PMI). and Five years of increasingly responsible project management experience applying the principles, methods, techniques, and tools for developing, scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, risk and procurement management, at least three years must have been in a management capacity as a full-time project manager of one or more large or complex IT, clinical, or general management projects that demonstrated expertise, proficiency, and understanding of all aspects of project management. **AND**

EDUCATION: Equivalent to graduation with a Bachelor's degree from a recognized college or university. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

Demonstrated achievement as evidenced through experience and education which provide ability to successfully oversee and/or manage all phases of a large IT project.

**DEFINITION OF
TERMS IN
MINIMUM
QUALIFICATIONS**

Education: "Equivalent to graduation from college....." is defined as: Satisfaction of the requirements for a bachelor's degree from an accredited college. This means the applicant must show receipt of a bachelor's degree (4 year college).

Required Core Competencies

- 1. Administration**
 - a. Knowledge of administrative procedures required in the enforcement of laws and rules.
 - b. Ability to apply administrative procedures required in the enforcement of laws and rules.
 - c. Knowledge of principles and practices of organization, administration, personnel, and budget management.
 - d. Knowledge of Federal, State, department, organizational policies and procedures (as they apply to State operations).
 - e. Ability to apply Federal, State, department, organizational policies and procedures to State operations.
- 2. Contracting/Procurement**
 - a. Knowledge of contract management including; techniques for contracting or procurement, invoice management, contract negotiation, and administration to ensure the delivery of products or services.
 - b. Ability to manage contracts, invoices, contract negotiations, and administration to ensure the delivery of products or services.
- 3. Financial Management**
 - a. Knowledge of how to prepare, justify, and/or administer the budget for projects; plan, administer, and monitor expenditures.
- 4. Legal, Government, and Jurisprudence**
 - a. Knowledge of laws, legal codes, court procedures, precedents, government regulations, Executive Orders, agency rules, government organization and functions, and the political process used to coordinate the implementation of projects which have statewide impact.
- 5. Project Management**
 - a. Advanced knowledge of the principles, methods, techniques, and tools for developing, scheduling, coordinating, and managing projects and resources, including; integration, scope, time, cost, quality, human resources, communications, risk, issue, stakeholder, and procurement management.
 - b. Ability to apply the principles, methods, techniques, and tools for developing, scheduling, coordinating, and managing projects and resources, including; integration, scope, time, cost, quality, communications, risk, issue, stakeholder, and procurement management.
- 6. Fostering a Team Environment**
 - a. Communication, interpersonal skills, team leadership and conflict management.
- 7. Creating Organizational Transformation**
 - a. Change leadership, vision, and strategic thinking.
- 8. Maximizing Performance Results**
 - a. Analytical thinking, decision making, customer focus, planning and organizing, and thoroughness.
- 9. Building Trust and Accountability**
 - a. Demonstrate ethics, integrity, and personal credibility.
- 10. Promoting a High Performance Culture**
 - a. Foster diversity, workforce management, and developing others.
- 11. Configuration Management**
 - a. Knowledge of the principles and methods for planning or managing the implementation, update, or integration of information system components.
 - b. Ability to apply the principles and methods for planning or managing the implementation, update, or integration of information system components.
- 12. Data Management**
 - a. Knowledge of the principles, procedures, and tools of data management, such as modeling techniques, data backup, data recovery, data dictionaries, data warehousing, data disposal, and data standardization processes.
 - b. Ability to apply the principles, procedures, and tools of data management, such as modeling techniques, data backup, data recovery, data dictionaries, data warehousing, data disposal, and data standardization processes.
- 13. Information Resources Strategy and Planning.**
 - a. Knowledge of the principles, methods, and techniques of IT resource assessment, planning, management, monitoring, contingency planning, and disaster recovery planning.
 - b. Ability to apply the principles, methods, and techniques of IT resource assessment, planning, management, monitoring, contingency planning and disaster recovery planning.
- 14. Information Systems/Network Security**
 - a. Knowledge of methods, tools, procedures, including development of information security

**EXAMINATION
SCOPE CON'T**

- plans to prevent security threats to information systems and network services.
- b. Ability to apply methods, tools, procedures, including development of information security plans to prevent security threats to information systems and network services.
- 15. Enterprise Information Technology Standards**
- a. Knowledge of architectural methodologies used in the design and development of information systems.
- b. Ability to apply architectural methodologies used in the design and development of information systems.
- 16. Infrastructure Design**
- a. Knowledge of the architecture and typology of software, hardware, and networks including LANS, WANS, and telecommunications systems.
- 17. Performance Assessment**
- a. Knowledge of system performance principles, methods, and tools to assess the effectiveness of IT systems.
- b. Ability to apply system performance principles, methods, and tools to assess the effectiveness of IT systems.
- 18. Requirements Analysis**
- a. Knowledge of requirements analysis, including translating functional requirements into technical requirements and feasibility testing.
- b. Ability to perform requirements analysis, including translating functional requirements into technical requirements and feasibility testing.
- 19. System Life Cycle**
- a. Knowledge of system life cycle management concepts used to plan, develop, implement, and maintain information systems.
- b. Ability to apply system life cycle management concepts used to plan, develop, implement, and maintain information systems.
- 20. System Integration**
- a. Knowledge of the principles, methods, and procedures for installing, integrating, and optimizing information systems components.
- b. Ability to apply the principles, methods, and procedures for installing, integrating, and optimizing information systems components.
- 21. Technology Awareness**
- a. Knowledge of emerging technologies and their application to business processes to implement information systems.
- 22. System Testing**
- a. Knowledge of system testing.
- b. Ability to perform system testing.

CAREER CREDITS

Career Credits **will not** be granted in this examination.

**VETERANS
PREFERENCE**

Veterans Preference will be granted in this examination. Effective January 1, 2014, in accordance with Government Code 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. Veterans Preference is not granted once a person achieves permanent civil service status. How to apply for Veterans Preference is listed below in the General Information section.

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for CalPERS. Names of successful competitors will be placed onto the eligible list in order of final scores. Names will remain on the list for a period of 12 months **unless** the needs of the service and conditions of the list warrant a change in this period.

QUESTIONS

If you have any questions regarding this announcement, please contact CalPERS Exam Services Unit – **Melinda Mercado at (916) 795-9789.**

BRD: May 30, 2014

Class Code: 7580

Schematic Code: LQ95

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the CalPERS Personnel Office (916) 795-3065 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon request.

Applications are available at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CalPERS personnel office and online at www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

CalPERS reserves the rights to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

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. Ordinarily, oral interviews are scheduled in Sacramento. However, locations of interviews may be limited or extended as conditions warrant.

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) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rule 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at California Department of Human Resources (CalHR) Jobs Center.

General Qualifications: Candidates should possess essential personal qualifications including integrity, initiative, dependability, good judgment, and 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.

Interview Scope: If an interview is conducted, in appraising experience, more weight will be given to the breadth of experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience.

Career Credits: Career Credits are granted only in Open, Non-promotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

How to Apply For Veterans Preference: The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Developmental (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in a place of high school on a year-for-year basis.

TDD is Telecommunication Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay Service for the Deaf or Hearing Impaired: From TDD Phones: 1-800-735-2929, From Voice Phones: 1-800-735-2922