Print Form

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
OFFICE OF SELECTION SERVICES

DATA PROCESSING MANAGER II

SUPPLEMENTAL APPLICATION EXAMINATION

Please read and follow these instructions carefully

This examination will consist of the attached Supplemental Application questionnaire, which will be used to evaluate your knowledge, experience, education and training as they relate to the **Data Processing Manager II** classification. The information you provide on your Supplemental Application will be rated based on objective criteria created by Subject Matter Experts. That rating will be used to determine your final score in this examination. If successful, your name will be placed **onto a Multi-Departmental Open List based on your final score.**

Do not attach any additional documents to this Supplemental Application or send any forms/documents in advance as additional documents will not be rated. This supplemental application will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully as **missing or incomplete information may delay the processing of your examination.**

THIS AFFIRMATION MUST BE COMPLETED

Government Code Section 18935:

"The board may refuse to examine or, after examination, may refuse to declare as an eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

j. Has intentionally attempted to practice any deception or fraud in his or her application in his or her examination or in securing his or her eligibility."

I hereby certify and understand that the information provided by me on this supplemental application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

SIGNATURE: _____ **DATE:** _____

NAME (PRINTED): _____

YOUR COMPLETED EXAM AND SUPPLEMENTAL APPLICATION MUST INCLUDE YOUR ORIGINAL SIGNATURE AND MUST BE RECEIVED OR POSTMARKED BY:

OCTOBER 30, 2008

Mail Completed Exam and Supplemental Application to:

Department of Corrections and Rehabilitation
Office of Selection Services
P.O. Box 942883
Sacramento, CA 94283-0001

or

Deliver in Person to:

Department of Corrections and Rehabilitation
Office of Selection Services
1515 "S" Street, Room 522N
Sacramento, CA 95811

Between the hours of 8:00 am – 5:00 pm

NOTE:

- Exam and Supplemental Applications postmarked, personally delivered or received via interoffice mail after the due date will not be accepted.
- Be sure your envelope has **adequate postage** if submitting via mail.
- Facsimiles (FAX) will **NOT** be accepted under any circumstances.
- Make and keep a photocopy of the completed Exam and Supplemental Application for your records.
- Be sure to enter your name in the space provided on EACH PAGE.

_____
NAME (PLEASE PRINT CLEARLY)

SECTION I - JOB REQUIREMENTS FOR CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR) AND CALIFORNIA PRISON HEALTH CARE SERVICES (CPHCS/PLATA)

The conditions listed below are required for employment at CDCR and CPHCS/PLATA:

- Willingness to comply with annual tuberculosis screening requirements.
- Willingness to comply with departmental training requirements.
- Willingness to report staff misconduct, dangerous situations/contraband to supervisors.
- Willingness to treat employees/co-workers in a professional, ethical, and tactful manner.
- Willingness to participate in team meetings, committees, special projects, etc. as required and/or assigned by your supervisor/manager.
- Willingness to work in a team environment to complete assigned work tasks.
- Willingness to work overtime as required.
- Willingness to work holiday work shifts in emergency situations on as needed basis.
- Willingness to work professionally with individuals from a wide range of cultural backgrounds.
- Willingness to participate in departmental legal activities (e.g., expert witness, etc.).
- Willingness to promote positive, collaborative, professional working relations among co-workers both within and outside the work unit.
- Willingness to train and supervise staff.
- Willingness to travel to work sites away from assigned work location which could require extended hours of work and/or overnight or multiple-day trips.
- Willingness to participate in on-going training specific to your work assignment.

_____
NAME (PLEASE PRINT CLEARLY)

SECTION II - DESIRABLE QUALIFICATIONS

Please indicate if you have any of the following certifications, training or experience by marking the appropriate box(es).

1. A Bachelor's Degree from an accredited or recognized institution.	☐
2. A Post Graduate degree from an accredited or recognized institution.	☐
3. Professional certification in the fields of Information Technology or Business Management.	☐
4. Five years of experience in California State service performing Information Technology duties.	☐

_____
NAME (PLEASE PRINT CLEARLY)

SECTION III –KNOWLEDGE AND EXPERIENCE

Note: To respond appropriately, you must refer to the scale description below and check the appropriate box for Knowledge and Experience (YOU CAN ONLY CHECK ONE BOX FOR KNOWLEDGE AND ONE BOX FOR EXPERIENCE).

Extensive Knowledge: I have knowledge at a level to effectively perform this task independently.
Moderate Knowledge: I have knowledge to perform this task, but may require general supervision.
Basic Knowledge: I have limited knowledge of how to perform this task and require direct supervision.
No Knowledge: I do not have knowledge of how to perform this task.

Extensive Experience: I have performed tasks in this area often.
Moderate Experience: I have occasionally performed and/or assisted in performing tasks in this area.
Basic Experience: I have limited experience performing tasks in this area.
No Experience: I do not have any experience performing tasks in this area.

	KNOWLEDGE Related to performing this task				EXPERIENCE Related to performing this task			
	Extensive Knowledge	Moderate Knowledge	Basic Knowledge	No Knowledge	Extensive Experience	Moderate Experience	Basic Experience	No Experience
1. Review and makes decisions on complex operational problems on information technology (IT) related issues.								
2. Analyzes IT priorities and goals.								
3. Plan and organize staff work.								
4. Monitor and control IT projects.								
5. Schedules IT staff workload.								
6. Approve requests and perform day-to-day tasks to meet administrative requirements.								
7. Review and/or approve high profile assignments.								
8. Use the System/Software Development Life Cycle (SDLC) process or industry best practices to plan IT priorities and goals.								
9. Plan the implementation of work processes and procedures to provide and enhance IT services for customers.								
10. Direct the implementation of work processes and procedures to provide and enhance IT services for customers.								
11. Consult with users and management to determine business needs.								
12. Review and evaluate needs for IT software and equipment.								
13. Analyze customers' goals and objectives.								
14. Evaluate IT project proposals to provide a high level assessment of feasibility in alignment with the organization's Strategic Plan.								

NAME (PLEASE PRINT CLEARLY) _____

SECTION III –KNOWLEDGE AND EXPERIENCE CONTINUED

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Extensive Knowledge: I have knowledge at a level to effectively perform this task independently.
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Extensive Experience: I have performed tasks in this area often.
Moderate Experience: I have occasionally performed and/or assisted in performing tasks in this area.
Basic Experience: I have limited experience performing tasks in this area.
No Experience: I do not have any experience performing tasks in this area.

	KNOWLEDGE Related to performing this task				EXPERIENCE Related to performing this task			
	Extensive Knowledge	Moderate Knowledge	Basic Knowledge	No Knowledge	Extensive Experience	Moderate Experience	Basic Experience	No Experience
15. Develop strategies to achieve customers' goals and objectives.								
16. Review and report project status (schedule, requirements and expenditures) to management, customers, stakeholders, and steering committee.								
17. Direct the evaluation of project proposals for automation.								
18. Work cooperatively with stakeholders, managers, supervisors, vendors, and others.								
19. Participate in management planning activities								
20. Provide consultation and expert advice to management or other groups on systems and processing related topics.								
21. Evaluate and verify staff's performance through the review of completed work assignments and work techniques.								
22. Direct daily operations of unit and coordinate project activities with other units.								
23. Coordinate enterprise-wide project activities with other units to deliver IT services.								
24. Direct subordinate supervisors or leads.								
25. Identify and evaluate training needs of staff.								
26. Promotes training to develop staff proficiency.								
27. Promote a working environment for staff that is free of discrimination and consistent with the organization's mission and values.								
28. Complete probationary/performance evaluation reports and when appropriate initiate disciplinary action.								

NAME (PLEASE PRINT CLEARLY) _____

SECTION III –KNOWLEDGE AND EXPERIENCE CONTINUED

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No Experience: I do not have any experience performing tasks in this area.

	KNOWLEDGE Related to performing this task				EXPERIENCE Related to performing this task			
	Extensive Knowledge	Moderate Knowledge	Basic Knowledge	No Knowledge	Extensive Experience	Moderate Experience	Basic Experience	No Experience
29. Participate in interviews, and evaluate and/or recommend the hiring of staff.								
30. Provide opportunities for staff growth and development								
31. Prepare and provide timely feedback to employees to ensure performance objectives/standards are met.								
32. Develop and/or track budget funding documents.								
33. Review and/or approve budget funding documents.								
34. Review and/or approve contract and procurement activities.								
35. Work with management on financial planning exercises.								
36. Provide consultation and expert advice to management or other groups on systems and processing related topics.								
37. Present ideas and information, either verbally and/or in writing.								
38. Ensure compliance to standards, procedures, and methodologies.								
39. Analyze legislation and other proposals for impact on current and future IT system(s).								
40. Establish and/or implement policies and procedures.								

THIS COMPLETES THE SUPPLEMENTAL APPLICATION
SEE COVER PAGE FOR PROPER RETURNING AND MAILING PROCEDURES