

Come work at CDSS where . . .

People come First!

***Exciting Opportunity at the California
Department of Social Services...***



Data Processing Manager I

Salary Range \$

Full Time - Permanent

EMPLOYMENT OPPORTUNITY

Are you looking for a challenge, a chance to learn something new? We are seeking a highly motivated individual to join our CCLD/Legal Support Bureau. The incumbent will be responsible for managing a team of programmers to provide application enhancements and support to the CCLD and Legal applications.

Duties include: Under the direction of the DPM II, the DPM I provides direction on system development and maintenance services to the CCL and Legal divisions. In response to specific projects and requests for IT services, the DPM I develops and implements project plans according to standard methodologies, reviews requirements, makes assignments, monitors progress and takes corrective actions when necessary to ensure service level agreements are met and projects are completed on time.

Experience in documentation writing, and organizational and time management skills are a must. Excellent communication skills and strong background in computer technology are highly desirable. Exercise good judgment in providing assistance, consultation, and communication to all levels of staff. Experience with Microsoft Windows XP, Office XP, Office 2007.

All interested applicants must submit a standard State Application Form STD 678 with original signature to the contact person identified below. Clearly indicate the basis of eligibility in line item number 12 (Explanation) of the STD 678. This position is subject to fingerprinting and criminal record clearance by the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

Final File Date: **Until filled**

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information:

Brenda Vinci
(916) 651-7724



INFORMATION SYSTEMS DIVISION
Data Processing Manager I
771-1381-003
Duty Statement

Under the general direction of the CCLD/Legal Bureau Chief (a DPM II), the Data Processing Manager I (DPM I) directs and controls a staff of data processing professionals involved in the developing and maintaining of various data processing systems which support Community Care Licensing programs. In response to requests for service, the DPM I reviews requirements, makes assignments, develops schedules and monitors the timely completion and implementation of systems and their revisions.

RESPONSIBILITIES OF POSITION:

35% Develops standards, defines functions and directs professional programming staff in developing program logic, coding, testing and debugging, preparing documentation and implementing enhancements for our customer's applications.

25% Acts as liaison between the CCLD users and CCLD/Legal Support Section regarding all data processing functions required to operate a system and deliver the desired product.

15% Develops cost estimates, project schedules, organization plans, and periodic reports to management.

10% Defines staff weaknesses, develops training plans and monitors staff development and adherence to established standards.

5% Assists in the preparation of feasibility studies by providing technical expertise and estimates in the areas of system design and programming.

5% Provides recommendations for routine maintenance and modifications to assigned systems.

5% Acts as alternate in the absence of the Bureau Chief.

SUPERVISION RECEIVED:

The Section Manager DPM I works as the leader of a project team and receives assignments and general instructions from the Data Processing Manager II (DPM II). Progress is monitored using weekly status meetings and monthly project status reports.

PERSONAL CONTACTS:

The DPM I has daily contact with data processing and program staff to identify services requirements. Additional contact with customers from CCLD other ISD management are also required.

ACTIONS AND CONSEQUENCES:

Programs developed and implemented are in support of the CCLD's Program staff. Errors in programming and delays in implementing processes cause disruption in the operation of these divisions.

OTHER INFORMATION:

This position is subject to fingerprinting and criminal record clearance by the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).