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Vacancy Search (VPOS)



[HEALTH CARE SERVICES, DEPARTMENT OF](#)

Title: DATA PROCESSING MANAGER I

Salary: \$5,318.00 - \$6,789.00

Posted: 01/31/11

Job Description:

All hires are subject to the lifting of the Governor's current hiring freeze and/or budget approval. The DPM I plans, organizes, and supervises very technical subordinate staff responsible for providing IT support to customers and ITSD staff. Duties also include: staff recruitment; preparing performance reports; conducting probationary and performance interviews; identifying and resolving performance issues; managing and monitoring call tracking software usage; developing system reports for management; making presentations; assigning staff work; facilitating with other units improved policy and procedures; assessing and developing training plans; evaluating and identifying improved processes to achieve management goals; developing unit policies and procedures; and other management duties as needed. Recruitment is open to all qualified applicants. All applications will be screened and only the most qualified candidates will be interviewed. Please indicate your basis of eligibility in box 12 of the application and include a copy of your exam results, if applicable. Appointment is subject to SROA provisions. Please submit an electronic/online State application and resume to Carrie.Jenkins@dhcs.ca.gov or Mail to: Department of Health Care Services Information Technology Services Division MS 6304, 1615 Capitol Ave., P.O. Box 997413 Sacramento, CA 95899-7413

Additional Information:

Working Title	Position Number
Data Processing Manager I	802 - 353 - 1381 - 009
Location	County
Sacramento	SACRAMENTO
Timebase	Tenure
Full Time	Permanent month(s)
Final Filing Date:	Department Link:
Until Filled	http://www.dhcs.ca.gov
Contact Unit/Address	Contact Name/Phone
Information Technology Services Division 1615 Capitol Ave., MS 6304 Sacramento, CA 95899-7413	Carrie Jenkins 916-440-7032 Carrie.Jenkins@dhcs.ca.gov

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Notice: If you are not a current or former State employee, you must first take an examination to obtain list eligibility. This does not apply to Student Assistant vacancies.

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Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. 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.