

Job Opportunity

California Department of Alcohol and Drug Programs

The mission of the Department of Alcohol and Drug Programs is to lead efforts to reduce alcoholism, drug addiction, and problem gambling in California by developing, administering and supporting prevention, treatment, and recovery programs.

RPA # A08-212-443

Position #798-443-1340-002

Classification: Senior Information Systems Analyst (Supervisor)

Permanent, Full Time, (\$5,850-\$7,465)

Final Filing Date: July 21, 2009, or Until Filled

Contact: Johnny Walker
Information Management Service Division/CIO Office
1700 K Street, 3rd Floor
Sacramento, CA 95811
(916) 445-0857, TDD (916) 445-1942

Duties and Responsibilities: ADP is seeking a customer service minded leader to become a part of the Information Management Services Division (IMSD) management team. IMSD is enhancing its service portfolio to provide consultation on business intelligence, business process improvement, and continuous quality improvement. Under the direction of the DPM III, the Sr. ISA (Sup.) will perform the following duties including, but not limited to:

- Lead the Data Management Services Section (DMSS) supporting internal and external customers with mission critical data applications. Supervise eight analysts performing data management, project work and project management, systems analysis and design, test, and train internal and external customers.
- Maintain and establish section performance standards, evaluate staff performance, and develop staff skills and abilities. Work collaboratively with staff, fellow IT managers and with business program managers. May serve as the IT Project Director or Project Manager on IT projects.
- Will routinely communicate with the executive management. IMSD provides the full range of IT services to ADP including development and support of applications, network design and maintenance, project management, and desktop support.

Desirable Qualifications: Applications will be prescreened. Only the most competitive applicants will be interviewed.

- Excellent oral and written communication skills
- Experience supervising or leading staff
- Experience as a project manager on medium to large projects
- Experience with the full range of IT systems development
- Experience with all aspects of IT testing
- Experience working in a collaborative team environment
- Experience presenting to groups of executives, constituents, and staff

Who Should Apply: State employees with current status in the above classification, persons with list eligibility, with interest in a lateral transfer from an equivalent class, or reinstatement. No FAX applications will be considered. All interested applicants must submit a resume, and a standard State Application Form STD 678, with an original signature to the contact person identified above. **Clearly indicate the basis of eligibility in line item number 12 (Explanation) of the STD 678 (Revised 12/06).**

Preference will be given to employees on reemployment/SROA lists or to an employee who is declared as a surplus employee.



The Department of Alcohol and Drug Programs is an equal opportunity employer to all, regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.