PROJECT MANAGER (TECHNOLOGY)
PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CALPERS)
OPEN EXAMINATION – SPOT: SACRAMENTO COUNTY
EXAM CODE: 4PABJ
CONTINUOUS FILE EXAMINATION

CalPERS

California Public Employees
Retirement System

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO MAY APPLY	**This is an OPEN – SPOT Continuous File 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 6 months.**
FILING INSTRUCTIONS	All applicants **must submit** a Standard State Application (678) with any required educational documentation (if applicable). Once your application has been verified as meeting the requirements for admittance to the examination you will be **emailed** the Training and Experience Examination link. Please be sure to include your current email address on your application. Applications are available through the internet at https://jobs.ca.gov/pdf/std678.pdf and may be delivered in person or by mail. Incomplete applications or resumes alone will not be accepted. Applications sent via internet, faxed, or e-mailed **will not** be accepted for any reason. Applications received without the required documents will result in rejection from this examination.

Deliver in Person: Between 8 am - 5 pm

CalPERS
Human Resources Division
Exam Services Attn: Melinda Mercado
400 P Street, 3rd FL, Room 3260, LPN
Sacramento, CA 95814

Mailing Address

CalPERS
Human Resources Division
Exam Services Attn: Melinda Mercado
P.O. Box 942718
Sacramento, CA 94229-2718

PLEASE INCLUDE EXAM CODE 4PABJ ON YOUR STATE APPLICATION. DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES OR THE STATE PERSONNEL BOARD.

FINAL FILING DATE	Applications will be accepted on a continuous basis.
SPECIAL TESTING ARRANGEMENTS	If you require special testing arrangements due to a verified disability, medical condition or religious accom… be able to request a reasonable accommodation during the exam filing process. Please mark the approp… application. You will be contacted to make specific arrangements. If you have not been contacted by the … notice to appear to the test, contact the CalPERS Examination Unit at (916) 795-3065 or California Rela… Telecommunications Device for the Deaf (TTY) at (916) 654-6336. TTY is a telecommunications device tha… from phones equipped with a TTY device.
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	**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken. 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. 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 required education (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 EXAMINATION WEIGHTED 100.00%** The entire examination will consist of an evaluation of training and experience weighted 100%. The Training and Experience Examination is designed to elicit specific information regarding each candidate's Knowledge, Skills and Abilities relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. All applicants must complete the entire examination. The examination process takes approximately one hour to complete. All competitors will be ranked competitively based on the responses. In order to obtain a position on the eligible list, you must meet the examination requirements and must attain a minimum score of 70% on the examination. **NOTE: Be sure to include your current email address on your application. If you do not include your email address you will not receive the link to take the examination.** 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.
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 MINUMUM 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).

EXAMINATION SCOPE	TRAINING AND EXPERIENCE QUESTIONNAIRE WEIGHTED 100%

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 added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.
VETERANS PREFERENCE	Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 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.
ELIGIBLE LIST INFORMATION	Names of successful candidates will be merged onto a CalPERS eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility. Competitors may retest after 6 months. The resulting eligibility list will be used to fill vacancies at CalPERS.
CONTACT INFOMRATION	If you have any questions regarding this announcement, please contact: **EXAM ANALYST Melinda Mercado (916) 795-9789** CalPERS Exam Services Unit 400 P Street, Suite LPN 3260 Sacramento, CA 95811 California Relay Service: (7-1-1) Telecommunications Device for the Deaf (TTY) (916) 654-6336 TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

GENERAL INFORMATION

Applications are available at https://jobs.ca.gov/pdf/std678.pdf and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Public Employees' Retirement System (CalPERS) reserves the right to revise the examination plan to better meet the needs of the service, should 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.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. evaluation of a candidate's person development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification. https://www.jobs.ca.gov/Public/Tools/ClassSalarySearch.aspx

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the 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 will be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotion, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran , who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veteran's Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at https://jobs.ca.gov/Public/Jobs/Veterans.aspx, and the Department of Veterans Affairs.

Bulletin Revision Date: 9/22/2017