

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	RPA 007
ANALYST'S INITIALS	
DATE	

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Data Processing Manager I	3. POSITION NUMBER 312-400-1381-XXX	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID S01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova		13. MONTHLY SALARY \$5318.00	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Saya Muñiz	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible		TO \$6993.00	
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER		14. FILE BY January 17, 2014	

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS: Under the general direction from the Chief of Administration, the Data Processing Manager I will direct all activities of a small and complex information technology operation. The incumbent will plan, organize, direct, and coordinate the development and maintenance of the Department's information technology infrastructure, including hardware and software acquisition, maintenance and support, and telecommunications support; supervise Information Technology staff; and function as a key advisor to the Executive Staff in the development of policies related to the Department's information technology systems.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

DESIRABLE QUALIFICATIONS

- Excellent work ethics.
- Positive attitude.
- Mature judgment, loyalty, poise, tact and discretion.
- Dependability and excellent attendance record.
- Excellent customer services skills.
- Excellent organizational skills.
- Excellent leadership/supervisory skills.
- Strong analytical and writing skills.
- Understanding of the State Budget process and competent Budget planning and management skills.

CALIFORNIA STATE GOVERNMENT • 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 WORK PLACE. 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, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Maintain a professional office environment and work attire.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local, and the federal government.
- Knowledge of State-level policies and procedures relating to EDP as well as current computer industry technology and practices.
- Willingness to promote and support the department's goals and policies.
- Identify the need for and assure the establishment of appropriate administrative procedures.
- Knowledge of principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.
- Effectively develop and use resources.
- Make effective use of interdisciplinary teams.
- Able to develop and evaluate alternatives, make decisions and take appropriate action.
- Coordinate and direct the activities of a data processing staff.
- Understanding Equal Employment Opportunity (EEO) program objectives including a manager's role in the EEO program and maintaining a work environment that is free of discrimination and harassment.
- Ability to travel and/or work over time on an occasional basis.

HOW TO APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. SROA or Surplus candidates must submit a copy of surplus status letter.

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your specific eligibility criteria in the explanation section of the application. (e.g., reinstatement, lateral transfer, list eligibility). If your eligibility is the result of competing in an examination, you are encouraged to include a copy of your examination results indicating your official score with your application; however, omission of your examination result will not cause automatic disqualification.

Applications submitted via email or facsimile will not be accepted.

Submit a State application (STD. 678) and resume to:
Emergency Medical Services Authority
Administration
Attn: Saya Muñoz
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670