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| <b>DEPARTMENT:</b>                       | Financial Information System for California (FI\$Cal) | <b>RELEASE DATE:</b>       | September 30, 2016   |
| <b>CLASSIFICATION:</b>                   | Data Processing Manager III                           | <b>FINAL FILING DATE:</b>  | October 14, 2016   |
| <b>TENURE/TIME BASE:</b><br><b>CBID:</b> | Permanent/Full Time<br>M01                            | <b>POSITION NUMBER(S):</b> | 333-450-1393-607   |
| <b>SALARY RANGE:</b>                     | \$7,442.00 - \$8,872.00<br>Per Month                  | <b>DIVISION:</b>           | Project Delivery Division<br>Functional Services<br>Office/Post Production<br>Support Unit |

## DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to make a real difference? Join the team responsible for changing financial management in the State of California.

The Financial Information System for California (FI\$Cal or FI\$Cal Project) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Join FI\$Cal. With a passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring enterprise resource planning tools and statewide process improvement to the State of California.

### THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

### Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;

- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

**DUTIES:** Under the direction of the Functional Services Office (FSO) Assistant Deputy Director (CEA A), the Data Processing Manager III manages the Post-Production On-Site Support Unit within the Project Delivery Division (PDD). The incumbent will manage the specialized analytical and technical team responsible for providing FI\$Cal System Month End Close/Year End Close (MEC/YEC) support and the Transactional On-Site Training Support Team. This position will use a unique blend of in-depth knowledge of the FI\$Cal System and an understanding of the State of California's accounting and procurement policies and practices to direct a team of staff responsible for resolving the most complex technical and system issues in a timely manner to ensure the 154 + departments throughout the state can complete mandated MEC/YEC activities in accordance with scheduled deadlines.

### HIGHLY DESIRABLE QUALIFICATIONS:

- Knowledge of and experience in general and State of California accounting principles and practices
- Knowledge of the accounting and procurement processes in the FI\$Cal System to provide transactional support to departments utilizing FI\$Cal, specifically in the processing of requisitions, contracts, purchase orders, P-Card transactions, and payments through SCO warrant and agency check issuance
- Three years of experience utilizing the FI\$Cal System for accounting
- Three years of experience with Enterprise Resource Planning software implementation and SDLC (System Development Life Cycle) phases
- Three years of experience utilizing the FI\$Cal System for procurements, P-Card transactions and payments
- Experience using Project Server and MS Access
- Proven proficiency in the use of Microsoft Office Applications (e.g., Word, Excel, Visio, PowerPoint, etc.)
- Thrive in a collaborative, dynamic matrix organization
- Enjoy working in a challenging environment
- Adjust to evolving priorities, deadlines and challenges

**WHO MAY APPLY:** Current State employees at the Data Processing Manager III level, those within transfer range, or individuals who have list eligibility.

**HOW TO APPLY:** All interested candidates must submit a State Application (Std. 678, Rev. 10/2013) with original signature to the address listed below. **Please write "RPA # F16-042, Position # 333-450-1393-607" on your application and indicate the basis of your eligibility in the job title section (i.e. Training and Development, List Eligibility, Lateral Transfer, and etc.).** Applications without this information may be rejected. Please do **not** include page 5 (Equal Employment Opportunity questionnaire) of the State Application.

The selected candidate considered for the advertised position may be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

**APPLICATIONS SUBMITTED VIA EMAIL OR FACSIMILE WILL NOT BE ACCEPTED.**

**LOCATION OF WORK:** Positions are located at FI\$Cal Project headquarters, 2000 Evergreen Street, Sacramento, CA, 95815. This location has **free parking!**

**SEND APPLICATION TO:**

Financial Information System for California  
Human Resource Office  
2000 Evergreen Street, Ste. 120  
Sacramento, CA 95815

Telephone: (916) 576-5240

TDD\*: (916) 324-6547

**ADDITIONAL INFORMATION:** For general information about the FI\$Cal Project, visit:  
<http://www.fiscal.ca.gov>

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| APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL LAWS AND RULES. |
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California relay (telephone) service for the deaf and hearing impaired  
From TDD\* phones: (800) 735-2929 From Voice phones: (800) 735-2922

\*TDD is a telecommunication device for the deaf and is accessible only through phones equipped with a TDD device.