



## THE ORGANIZATION

CPS HR Consulting is a Joint Powers Authority, public agency providing consulting services to government agencies and non-profit organizations across the United States. We bring expertise from both the public and private sectors to assist our clients in all aspects of human capital management.

Headquartered in Sacramento, California, CPS HR has offices in Littleton, Colorado and Austin, Texas. Our 100 full-time employees and 100+ project consultants serve more than 1,200 public and nonprofit clients throughout the United States and Canada.

## THE POSITION

CPS HR Consulting seeks a dynamic business leader to lead the organization's information technology (IT) strategy regarding storage, transmittal, and analysis of electronic information. As a member of the senior leader team, the Chief Information Officer reports directly to the Chief Executive Officer (CEO). The CIO directs and manages the overall technology management of CPS HR. This position is responsible for the day-to-day IT operations and manages the Production Unit and provides facility management. The CIO will provide direction and leadership to the department and will coordinate and align IT services and business solutions with all business units. Additionally, this position develops and maintains a strategic plan that addresses organizational needs, emerging technologies and available resources with responsibility to review departmental IT plans to ensure conformity to adopted strategies. Uses technology to enhance service delivery, create operational efficiencies and enhance the internal and external customer experience.

## THE IDEAL CANDIDATE

The ideal candidate is a seasoned, experienced, highly competent information technology professional who has an outstanding track record of accomplishments. S/he performs effectively as a team player, values the ideas and opinions of others and routinely collects their input as part of the decision-making process. The ideal CIO will have demonstrated success in developing and managing the entire life cycle of a variety of IT projects with a business-minded approach to multiple business and operational units. Candidates should be a proven leader, demonstrating commitment to providing excellent customer service and achieving strategic goals. Strong candidates shall possess strong fiscal management skills, interpersonal skills and project management skills. The successful CIO will be an exceptional communicator and an active listener to adequately address the technology needs of the organization.

### Our Vision

Enabling people to realize the promise of public service

### Our Mission

Promoting HR excellence in the public sector

### Our Guiding Values

Care for our customers

Care for each other

Care for the organization





## RESPONSIBILITIES

This position is based at CPS HR headquarters in Sacramento, CA.

Typical Responsibilities include (but are not limited to):

- Develop and manage the technology roadmap and establish overall governance to define and enforce technical architecture
- Provide organizational governance through development of policies, systems, procedures, and guidelines for the use of technology
- Coordinate security and compliance, such as CCPA and GDPR, and design solutions to support privacy requirements of CPS Business; additionally, experience with FedRAMP compliance / NIST SP 800-53 controls
- Develop and control the annual operating and capital expenditure budget for IT
- Responsible for leadership of the technology team, including talent strategy, people development and engagement for the technology organization
- Manage third-party vendors and vendor contracts
- Evaluate and help improve internal automations and workflows
- Manage business applications and their integrations (such as: Cloud Based software and applications, Office 365, Microsoft Dynamics 365, Azure, Xerox)
- Apply an agile software development methodology that produces high-quality software in a cost-effective and timely manner to meet stakeholders' changing needs
- Act as a trusted advisor, building and maintaining relationships with other leaders to develop a clear understanding of business needs
- Oversee development of our Data Insights and Analytics to support marketing, sales and other key business initiatives
- Manage the facility operations; work with appropriate vendors to ensure equipment and facility is properly managed and maintained
- Develop and maintain the organization's emergency management program
- Lead and manage the on-site Print Shop operations including responsibility for all production processes and assets (i.e., production, warehouse, fulfillment, shipping, returns process), as well as, talent strategy and people development





## **SALARY AND BENEFITS**

The salary range for this position is \$127,370 – 191,534. Actual offer is dependent on qualifications.

## **MINIMUM QUALIFICATIONS:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **EDUCATION:**

Equivalent to a bachelor's degree in Information Systems, Computer Science, or a related field. Master's degree in relevant field is preferred.

### **EXPERIENCE:**

Must have ten years of increasingly responsible professional experience in computer operations, information technology management, information security, software development and/or system analysis, including five years of supervisory responsibility.

Must have experience in Production logistics operations to include technical knowledge of Xerox production-class equipment and advanced knowledge of Production printing, sales order fulfillment, inventory management, shipping, receiving and mail room functions. Familiar with web to print technology.

Must have experience and knowledge of office facilities management including experience managing various mechanical, electrical and HVAC trades.



## ADDITIONAL REQUIREMENTS:

Possession of a valid drivers' license and acceptable driving record.

Microsoft Certified Systems Engineer (MCSE), Cisco, Azure, and/or Project Management Institute Project Management Professional certification is desired.

Ability to travel occasionally, work irregular hours, and work extended hours and on weekends, to meet project requirements

Our generous benefits package includes paid time off, a choice of medical plans, dental, vision, life and disability insurance, along with membership in the CalPERS retirement system.

## APPLICATION AND SELECTION PROCEDURE

First review of resumes will begin on **September 3, 2020**. To be considered for this exceptional career opportunity, submit your résumé, cover letter and a list of five work-related references, as well as the size of staff and budget you have managed. Résumé should reflect years and months of employment, beginning/ending dates as well as relevant work experience. Please apply directly at <https://jobs.talent.dynamics.com/jobs/cpsshr.us/2/15/apply>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be required to complete a supplemental questionnaire before participating in preliminary interviews. A final interview process may be scheduled for selected candidates along with reference and background checks. For additional information about this position please contact Eric Brown at CPS HR Consulting at [ebrown@cpsshr.us](mailto:ebrown@cpsshr.us).

