

# 5504 Senior Technical Project Manager

## Project Manager II

Recruitment #TEX-5504-088534

<b>SPECIALTY</b>	Elections Open Source
<b>DEPARTMENT</b>	Department of Technology
<b>ANALYST</b>	Ryan Lim
<b>DATE OPENED</b>	8/28/2018 10:00:00 AM
<b>FILING DEADLINE</b>	Continuous
<b>SALARY</b>	\$78.45 - \$78.45/hour; \$13,598.00 - \$13,598.00/month; \$163,176.00 - \$163,176.00/year
<b>JOB TYPE</b>	Temporary Exempt

### INTRODUCTION



**SAN FRANCISCO  
DEPARTMENT OF  
TECHNOLOGY**

**Applicants are encouraged to apply immediately as this recruitment may close at any time but not earlier than September 11th, 2018. The position is open until filled.**

#### **Position:**

Innovative public service starts with visionary problem solvers who can engineer cost effective solutions. Senior Project Managers who enjoy public service and are committed to good government should apply for this exceptional position. This Senior Technical Project Manager will be responsible for leading the investigation, design, construction and implementation of an Open Source Voting System.

This is a unique opportunity that requires experience with agile project management practices, open source technologies and architectures and most importantly, election systems, processes and data. The City commissioned a feasibility study for an Open Source Voting system. This information along with recommendations from the Department of Elections and the CCSF Elections Commission will form the project principles, goals and objectives for the open source voting system.

This project is sponsored by the City and County of San Francisco Department of Elections and the Department of Technology. The Department of Elections provides access to election-related services and voting and conducts elections that are free, fair, and functional. Elections operates the technology and business systems that design, create, produce, receive, process and report voting. The Department of

Technology is the centralized technology services provider within San Francisco City & County government, delivering technology infrastructure, software systems and services to approximately 30,000 employees and 800,000 citizens.

**Essential Job Duties and Functions:**

- Perform Project Management practices and duties to manage multiple, complex project goals and objectives defined by the project sponsors.
- Gather requirements for the Open Source Elections project, develop a project roadmap, build a plan to resolve implementation issues, research open source available open source alternatives, and ensure all project decisions are well-documented and tracked.
- Write system use cases and requirements to be used in a Request for Proposal for software procurement.
- Coordinate with stakeholders, peer organizations and vendors to gain consensus on system certification.
- Compose and manage scope, resources, cost, schedules and resource plans, status reports, risk, issues, action items, project charters, stakeholder plans, communications plans, project changes, project documents, and lessons learned.
- Manage the research, investigation and alternatives development for an open source software solution based on the Elections Department business processes.
- Manage daily activities as well as overall project tasks and ensure projects are delivered on time, within budget, and at the required level of quality.
- Using a strong technology background, complete business and technical analysis, plan software quality assurance and testing processes, and risk management of these activities.
- Communicate proactively and regularly at an executive level and prepare concise communications to targeted to specific audiences. Ensuring complex and technical information is understandable to a non-technical audience.
- Build, manage, maintain and extend relationships across the organization in a heavily matrixed environment and with all project stakeholders.
- Perform partnership development and negotiate contracts and Memorandum of Understanding for the benefit of the City.
- Perform related duties as assigned.

**Job Type:**

The Temporary Exempt- Full Time position is excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the appointing officer. The anticipated duration of this project position is twenty-four (24) months and will not result in an eligible list or permanent civil service hiring.

**Nature of Work:**

Incumbent must be willing to work a 40-hour per week schedule and may be required to work additional hours when necessary as determined by the department. Travel within San Francisco may be required. The individual hired for this "essential" function/position is expected to answer calls/e-mails via a department-provided mobile device within a reasonable time frame.

**Work Location:**

Incumbent will conduct the majority of work at the Department of Technology, 1 South Van Ness. However, there may be situations where the incumbent will be required to work at other sites throughout the City of San Francisco as necessary.

**MINIMUM QUALIFICATIONS**

A Bachelor's Degree in Computer Science, Information Technology or other closely related field **AND** four (4) years of experience implementing and managing integrated information systems projects; **OR** Eight (8) years of experience implementing and managing integrated information systems projects

**Highly Desirable Qualifications:**

- Seven (7) years or more of verifiable experience as a Sr. IT Project Manager, leading enterprise-wide projects within a large organization.
- Project Management Professional (PMP) from the Project Management Institute (PMI).
- Possession of Information Technology Infrastructure Library (ITIL) certification.
- Expertise in Microsoft Project.
- City or county government experience working with Election Systems.
- Knowledge and experience with open source software environments, platforms and projects.
- Project lead on large enterprise projects.
- Strong oral and written communication skills and executive presentation experience.
- Performance monitoring practices and methodologies.
- Experience with project financial principles & procurement environment.

**Special Requirements:**

Criminal Justice Information Services (CJIS) Security Clearance may be required. (See Security Clearances and Background Investigations below)

**Note:**

1. **Medical Testing:** Prior to appointment, eligible candidates must successfully pass the TB testing process.
2. **Security Clearances & Background Investigations:** Positions in this classification may require that successful candidates who become eligible for appointment may be required to go through a background investigation to determine the candidate's suitability for employment in this classification. Factors considered in the investigation may include employment history, use of illegal/controlled substances. Reasons for rejection based on this investigation may include, but not limited to: applicable convictions, repeated or serious violations of the law, inability to accept supervision, inability to follow rules and regulations, falsification of application materials and/or other relevant factors. Failure to obtain and maintain security clearance may be basis for termination.

**HOW TO APPLY**

Applications for City and County of San Francisco jobs are **only** accepted through an online process. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select "Apply" and read and acknowledge the information
- Select either "I am a New User" if you have not previously registered, or "I have Registered Previously"
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set

up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications. Resumes may be attached to the application; however, resumes will not be accepted in lieu of a completed City and County of San Francisco application.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Ryan Lim, by telephone at 652-628-5165, or by email at ryan.lim@sfdpw.org.

## SELECTION PROCEDURES

The selection process will include evaluation of applications in relation to minimum requirements. Depending on the number of applicants, the Department may establish and implement additional screening mechanisms to comparatively evaluate qualifications of candidates. If this becomes necessary, only those applicants whose qualifications most closely meet the needs of the Department will be invited for an interview.

Note: Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

### Verification:

Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at <http://sfdhr.org/index.aspx?page=456>

THE CITY AND COUNTY OF SAN FRANCISCO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES, WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

## CONVICTION HISTORY

As a finalist for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a finalist. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California

Public Resources Code 5164.

*Having a conviction history does not automatically preclude you from a job with the City.*

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

### **DISASTER SERVICE WORKERS**

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

### **CONCLUSION**

**Terms of Announcement:** Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations.

**Requests:**

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at: <http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

General Information concerning City and County of San Francisco Employment Policies and Procedures: Important Employment Information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20> or hard copy at 1 South Van Ness Avenue, 4th Floor.

**Copies of Application Documents:** Applicants should keep copies of all documents submitted, as these will not be returned.


**Right to Work:** All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Issued: August 28th, 2018  
Micki Callahan  
Human Resources Director  
Department of Human Resources  
Recruitment ID Number: PEX-5504-088534  
DT/RL/628-652-5165

### **BENEFITS**

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

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