



**Office of Technology & Innovation (OTI)
Project Management Office (PMO)**

Position : Business Analyst / Scrum Master (IT Specialist I)
Salary Range : \$5,815 to \$9,408 per month
Work Mode : Remote Telework (must reside in California)

BE A TELEWORK SUPERSTAR!

From the comfort of your home office, you will perform as the lead Information Technology (IT) business analyst and Scrum Master for complex IT software and data projects. You will independently lead system studies, elicit and document requirements, develop user stories, manage requirements in Jira, analyze issues and provide IT solution recommendations. [You must reside in California to qualify for this remote telework position!](#)

FINALLY ACHIEVE WORK LIFE BALANCE!

OTI believes it is critical for our staff to have a healthy work/life balance to ensure we have happy, productive staff that who their jobs! The perfect balance is achieved when you are able to meet work deadlines and still have time for friends, family, and hobbies!

JOIN US ON OUR MISSION!

The mission of the California Department of Managed Health Care (DMHC) is to protect consumers' health care rights and ensure a stable health care delivery system. The DMHC accomplishes its mission by ensuring the health care system works for more than 28 million Californians. [Click here to learn more!](#) The Office of Technology and Innovation (OTI) provides secure, reliable, and integrated information technology solutions that align with department goals and objectives while delivering excellence in customer service. We are "Technology with a Cause"!

INNOVATE!

This is your opportunity to join a newly energized and highly innovative team, eager to embrace new technologies that will effect digital transformation at the DMHC.

ARE YOU READY TO GET STARTED?

Currently Employed with the State?	New to State Employment?
If you are already experienced with the State job application process, please see the "Apply Now" section below.	You may need some help getting started with the job application process. Please refer to the "Quick Start Guide" below to ensure your application will meet all requirements for consideration.

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How to Apply

APPLY NOW if you already are familiar with the State of California hiring process!

1. [Review the Job Posting](#), **read the posting before clicking APPLY**
2. Take the [IT Specialist I Examination](#) (if you haven't already)
3. Download and Complete the [Statement of Qualifications \(SOQ\)](#) Template (complete the template and save to your computer's desktop for upload later)
4. [Apply for the position on CalCareers](#)
 - a. Complete the Application
 - b. Upload your updated Resume
 - c. Upload your SOQ
 - d. Upload any supporting documents such as certifications, etc.

QUICK START GUIDE if you are new to the State of California hiring process!

1. [Review the Job Posting](#), **DO NOT CLICK APPLY** until you have completed steps below.
2. [Learn about the IT Specialist I Examination](#)
3. [Take the IT Specialist I Examination](#)
 - a. This is not a test, but a survey of your knowledge and experience to assess whether you qualify for an IT Manager I position.
4. Download and Complete the [Statement of Qualifications \(SOQ\)](#) Template.
 - a. This is a template that asks questions, into which you provide answers. Your answers should be specific to the questions asked.
5. [Watch this 3-Minute Video on how to apply for a job on the CalCareers website](#)
6. [Apply for the position on CalCareers](#)
 - a. Complete the "Questions" section
 - b. Complete the "Education" section
 - c. Complete the "Experience" section
 - d. Complete the "Application Package" section
 - i. Upload Resume
 - ii. Upload SOQ
 - iii. Upload any additional documents you wish to provide (certificates, degrees, other)
 - e. Save and Review your application.
 - f. Submit your Application Electronically (or by Mail). If submitted electronically, you will receive a confirmation email.

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How to Apply

WHAT HAPPENS AFTER YOU APPLY?

- The hiring manager will be notified of your application, and it will be scored.
- If you are a qualified prospect for the job, the hiring manager will send you an email.
- Your application may or may not be selected for interview.
- If selected as a candidate for interview, HR will do a Minimum Qualifications check and let the hiring manager know whether you are approved for interview.
- If approved, you will be notified by email and an interview will be scheduled.
- You will participate in the interview (with a 3-person panel). Finalists may be asked back for a 2nd interview, technical evaluation, or informal meeting.
- If you are selected for the position, you will be notified by email and/or phone.
- You will be offered a Contingent Job Offer (CJO) letter, which will not include your starting salary.
- You will need to verbally accept the CJO, which establishes a contingency that requires you to pass a background check.
- Upon verbal acceptance of CJO, you will be provided instructions on how complete the background check.
- If you pass the background check, you will be provided with a Final Job Offer (FJO) letter that will include starting salary.
- Upon acceptance of the FJO in writing, a start date for your employment will be negotiated and the onboarding process will begin!
- If you are not selected for interview, or for hire, you will be notified by email after the job posting has closed.

Other Useful Links:

- [CalHR Career Seminars](#)
- [CalHR Salary and Benefits Overview](#)
- [CalPERS Retirement Benefits Overview](#)