



# Commonwealth of Pennsylvania Chief Information Officer (CIO)

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The Commonwealth of Pennsylvania, located in the Northeastern region of the United States, has been a keystone in history of the nation. One of the 13 original colonies, Pennsylvania truly was the birthplace of the nation when the Declaration of Independence was signed in the city of Philadelphia. Pennsylvania is the 6<sup>th</sup> largest state based on its population of 12.4 million and is anchored on each end by the City of Philadelphia and the City of Pittsburgh. The capitol of Pennsylvania is Harrisburg, which is the center of commerce for

the Central Pennsylvania region.

Edward G. Rendell, Pennsylvania's 45<sup>th</sup> Governor, began a second term of office in January 2007. As Governor, Rendell serves as chief executive of the state and oversees a budget of \$27.5 billion. The Office of the Administration is headed by Secretary Naomi Wyatt, who was appointed by Governor Rendell earlier this year.

The Office of Administration's mission is to serve the Governor and the citizens of the Commonwealth of Pennsylvania by providing excellent and efficient public services using leading technologies and a dedicated workforce.

Established within the Governor's Office in 1955, the Office of Administration provides policy direction, management services and technology infrastructure to all agencies under the Governor's jurisdiction. The agency has the responsibility for the managerial functions the Governor is expected to perform. In addition, the Office of Administration provides direct administrative support services to other organizations in the Governor's Executive Office.



The Office of Administration is divided into seven mission critical areas which include:

- The Office for Information Technology
- The Office of Human Resources and Management
- The Office of Management and Productivity
- The Office for Continuity of Government
- The Office of Public Safety Radio Services
- The Office of Enterprise Records Management
- The Office of Directives Management



The Office for Information Technology (OA/OIT) is the executive agency responsible for leading and coordinating information technology services in the Commonwealth in accordance with policy, planning, and budget directives adopted by the Enterprise Information Technology Governance Board. The OA/OIT is dedicated "to serving the Commonwealth of Pennsylvania and its citizens by providing enterprise-wide technology, policy, standards, architecture, information, and solutions to enhance system interoperability, security, and cost effectiveness." This office oversees a budget of more than \$95 million and is directly responsible for more than 450 employees.



### **Position Purpose:**

The CIO of the Commonwealth is responsible for all Information Technology (IT) functions for Commonwealth entities under the Governor's jurisdiction, including strategic planning and direction, integration and utilization of technologies, application development and maintenance, business solutions, enterprise service offerings, enterprise security, overseeing all agency technology operations and researching new technology strategies. This position reports directly to the Secretary of Administration who reports to the Governor.

### **Decision Making:**

Plans, directs and manages all IT resources for the Commonwealth. Advises and recommends IT and management strategies, including staff planning and analysis, budget proposal and justification, hardware planning and acquisition, and software analysis and implementation.

### **Essential Functions:**

- Communicate and collaborate effectively and efficiently at all levels
- Executive presence and strong leadership and management skills, including personnel management and motivation
- Ability to build strong, productive relationships with business owners
- Strong problem-solving abilities, including reconciling competing and conflicting priorities and interests
- Experience managing large, complex projects, including contractor management
- Commitment to public service and knowledge of how government operates
- Highest standards for integrity and ethics
- Broad understanding of business processes
- Experience in disaster recovery planning
- Experience in IT procurement and contracts
- Technology savvy, including knowledge of systems methodology, application development/maintenance, and database, network, and application concepts

### **Description of Duties:**

- Evaluates the information needs of the Commonwealth and the external clients served.
- Identifies and evaluates new technological developments and their appropriateness for Commonwealth IT needs.
- Acts as the central IT authority to develop and implement standards for intranet, internet and telecommunications.
- Develops Commonwealth IT policies, standards, and strategic direction.
- Develops and enforces standards for data, data management, data integrity and security.
- Enforces policies and standards to ensure all agencies are consistent with Commonwealth policies, regulations and IT standards.
- Develops and implements enterprise IT initiatives to meet Commonwealth needs for mainframe, internet and client-server applications development and maintenance, data base administration, security, telecommunication, PC and peripheral, data control, printer operations, and internet technologies.
- Acts as the principal advisor to the IT Governance Board on IT policies and the integration of IT into agency strategic plans and business decisions.



- Manages a portfolio of diverse and complex IT projects and initiatives which require multi-agency integration and coordination.
- Meets with Agency CIO's to determine IT priorities and requirements; develops objectives to meet user needs in conjunction with IT plans and business requirements.
- Creates business cases for IT deployment and directs the purchasing of IT equipment consistent with IT strategic plan and agency operational needs; identifies sources of funding and how they may be obtained to support agency functions; advocates how the technology will be introduced and the impact on business and expenditures.
- Responsible for recommending technology budget to the Commonwealth Chief Financial Officer.
- Directs research activities associated with operational improvements, hardware and software requirements, systems security and disaster recovery. Ensures that new technology is considered in current development efforts.
- Continually evaluates the growth of Commonwealth systems to determine future staffing needs, equipment needs, and user support needs.
- Oversees all aspects of the technology operations and application development functions for the Commonwealth.
- Directs the administration of vendor contracts for IT support functions.
- Oversees the creation and maintenance of an IT Continuity of Government Plan to respond to an emergency/interruption of IT service/operations.
- Responsible for the Commonwealth's Enterprise Resource Planning system, which includes budget, finance, procurement, payroll, human resources, and travel planning/management capabilities.
- Oversees Pennsylvania's Justice Network (JNET), which facilitates communications among criminal justice and law enforcement agencies statewide.
- Responsible for Commonwealth shared services that focus on leveraging infrastructure across the enterprise, with an emphasis on the consolidation of servers and storage within "server farm franchises".
- Oversees IT staff of over 450 employees within the Office for Information Technology, with indirect responsibility for over 2500 IT professionals Commonwealth-wide.
- Indirectly manages an annual budget of approximately \$1.2 billion in information technology investments, providing a diverse portfolio of IT services and solutions to Pennsylvania's 12.4 million citizens and business customers.
- Responsible for enterprise architecture, establishing IT hardware and software standards, developing security initiatives and overseeing compliance across the enterprise.
- Responsible for enterprise technology and data security across organizations, including physical and logical assets against theft, vandalism and cyber security threats.
- Performs related duties as required



## Candidate Profile

Candidate should be an experienced manager with at least three years of senior-level executive experience with a large, complex public or private sector organization. This individual should have direct experience providing oversight to a large multi-faceted IT organization and have competence in understanding complex procurement related issues. Bachelor's degree from an accredited college or university with major course work in information systems, engineering, business administration or related field is required. Possession of a Master's Degree in Public Administration or MBA or similar background is desired.



The successful candidate will be a strong leader capable of providing direction to a large multi-faceted IT organization. It is imperative that this individual is skilled at executing a strategic plan and assisting managing Deputy CIO's at articulating this vision across the Commonwealth. The CIO will need to be diplomatic and able to work with 43 commonwealth agencies. She/he will need to set performance objectives for the reporting Deputy CIO's and set an example of responsible leadership for the agency. It is important for the CIO to establish a strong partnership with the Secretary of Administration and work closely to achieve the objectives set forth by the Governor.

**Pennsylvania is proud to be an equal opportunity employer supporting workforce diversity.**

## Contact Us

To learn more about this position, forward a transmittal letter of interest and a resume to:

Arcus Public  
600 North 2<sup>nd</sup> Street, Suite 100  
Harrisburg, PA 17101  
877.570.8040  
Fax: 717.703.3201

**E-mail:**  
PAStateCIO@arcus.net

**Closing Date:**  
November 30, 2007



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