



**CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.**

738 North Market Boulevard  
Sacramento, California 95834  
(916) 920-0285 • 1-800-640-CIMC • (916) 641-6338 FAX  
1-800-748-5259 (TDD/Hearing Impaired)  
[www.cimcinc.org](http://www.cimcinc.org)

# JOB ANNOUNCEMENT

**POSITION:** MIS/Integrated System Manager (Open) **CLOSING DATE:** April 21, 2017  
**WORKSITE:** CIMC Central Office **STARTING SALARY:** \$1,148.00 - \$1,194.40 Weekly  
738 North Market Boulevard **DOE**  
Sacramento, CA 95834 **CONTACT PERSON:** Diana Alvarez, HR Manager

**RESPONSIBILITIES:** The MIS/Integrated System Manager shall be responsible for overseeing the CIMC Central client automated system and activities of the MIS Section. Shall analyze and implement the system design and operation of document system. Shall oversee the collection, organization, reporting and access of client information. Shall develop user defined documentation and security clearance. Develop client information reporting system applicable to CIMC programs and insure the timely preparation of program reports to the funding agency. Verify participant eligibility to insure that established eligibility determination system is compliant. Shall provide technical assistance and training to Workforce Development staff. Shall oversee CIMC participant time sheet control system. Establish procedures to safeguard system information. Develop a process to insure a backup of the system information is conducted based on an established schedule. Develop procedures for storing and archiving system information.

**REQUIREMENTS:** Four (4) years managerial experience preferably with information collection systems management demonstrating the knowledge and abilities; and a Bachelor's degree with major work in Business Administration, Computer Science, or related field. A valid California driver license, own automobile, good driving record and adequate insurance. Qualified work experience may be substituted for the educational requirement on a year for year basis.

**KNOWLEDGE OF:** Information collection systems management principles and techniques; methods and procedures related to program reporting requirement procedures; database management; and rules and regulations governing security of data collection systems.

**ABILITY TO:** Plan, develop, and review client information system operations; supervise and direct personnel; analyze, assess and measure effectiveness of information system and adapt to changes in technology; interpret applicable laws, rules and regulations and bulletins and translate into system requirements; compute and analyze data; present information effectively, organize and maintain information and prepare reports; operate computer equipment including database software programs; and travel as needed.

**OTHER QUALIFICATIONS:** Must possess strong leadership, supervisory, communication, analytical, problem solving, and technical skills. Strong managerial work ethic and dependability.

**GENERAL INFORMATION:** CIMC Applications are available at [www.cimcinc.org](http://www.cimcinc.org)  
Submit applications to: California Indian Manpower Consortium, Inc.  
738 North Market Boulevard  
Sacramento, California 95834

An original CIMC Application must be completed and received by April 21, 2017 in order to be considered. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.