CalSAWS Job Description

CALSAWS POSITION: **DEVELOPMENT, TEST & RELEASE DIRECTOR**

OFFICIAL CLASSIFICATION: INFORMATION TECHNOLOGY MANAGER II

SALARY RANGE
Salary determined by Employer

JOB DESCRIPTION

The Development, Test, & Release Director for the CalSAWS Consortium will oversee multi-vendor coordination and collaboration of implementation projects including systems implementation phases through enterprise-wide deployment, plus ongoing systems maintenance including evolutionary improvements. Additionally, coordination and collaboration with the Consortium's Policy/Design team to create strong interactive teams for succession opportunities throughout application development activities.

RESPONSIBILITIES

- Contributing to the design, development and/or review of work products and deliverables including:
  - Design:
    - Succession planning opportunities by strong collaboration
  - Development:
    - Application Development Status;
    - Detail Design Feedback;
    - Deployment Readiness Feedback;
    - Deployment Complete Input;
    - Final Acceptance Input;
  - Test:
    - UAT Readiness Report;
    - Test Scenarios;
    - Test Cases;
    - Test Schedule;
    - Application development walkthroughs;
    - Test Status and Metrics;
  - Release Management:
    - Release Schedule;
    - Release plan input;
- Analyzing and assessing current and proposed plans; overseeing and managing the development, design, implementation, and maintenance of automated information systems to ensure achievement of strategic long-range information requirements and integrates plans into overall strategic project plans.
- Conferring with senior project management communicating application development and test concerns to the leadership,
- Assisting in risk and issue identification, assessment, mitigation, resolution, escalation and tracking;
- Developing, communicating and enforcing System Development Lifecycle (SDLC) and data management practices, standards and tools toward delivering applications and services;
- Formulating application architecture, integration and implementation plans, estimating hours and costs, and ensuring the project and stakeholders meets its strategic goals;

- Overseeing and ensuring controlled release management practices to ensure the successful completion of releases on time and on budget;
- Managing resource capacity planning, including early notification and remediation of resource capacity issues;
- Assisting leadership in performing thorough analysis when determining "buy" vs "build" decisions;
- Presenting opportunities proactively to improve business processes and efficiency through automation to leadership;
- Ensuring accurate time tracking and reporting of resource utilization related to SCRs for vendor staff; and
- Providing detail design feedback and input into the deliverables required in the per requirements.

DESIRABLE SKILLS AND CAPABILITIES

Candidates of this position should have applicable experience, skills, and capabilities to perform the following functions and activities:

- Working knowledge of public assistance programs and understanding state policy as relates to SAWS;
- Strong analytical and problem-solving skills;
- Strong organizational and leadership abilities; and
- Demonstrated ability to lead a team through various project stages.

QUALIFICATIONS AND REQUIREMENTS

MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE

Graduation from an accredited college with a bachelor's degree in Computer Science, Information Systems, or a closely related field, and five (5) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization, performing information systems analysis and design, application development, network administration or operating systems analysis; of which two (2) years must be in a management capacity. -OR- One (1) year of experience at the level of Information Technology Manager I -OR- Four (4) years of progressively responsible, full-time, paid experience in managing the design, development, implementation, operation and maintenance of a large complex information systems program in a large, multi-service public or private sector organization.

LICENSE

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

2 - Light.

OTHER REQUIREMENTS

N/A

SPECIALTY REQUIREMENTS

N/A