☒ **CalSAWS DD&I**	☒ **C-IV M&O**	☒ **CalWIN M&O**	☒ **LRS M&O**

Distribution Date:	May 28, 2020
To:	CalSAWS Primary Point of Contacts
CIT Name:	**Recruitment of CalSAWS Project Staff** **Closing on Friday, June 30, 2020**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

☒ General
☐ Policy
    ☐ CW
    ☐ CF
    ☐ MC
    ☐ CMSP
    ☐ FC/KG/AAP
    ☐ Child Care
    ☐ WtW
    ☐ Other Program(s)_____
☐ C4Yourself   ☐ Your Benefits Now!
☐ Customer Correspondence
☐ Other_____

☐ Reports
    ☐ Fiscal
    ☐ Caseload Movement
    ☐ Management
☐ Fiscal
☐ Security
☐ Batch and Interfaces
☐ Imaging
☐ Migration
☐ Conversion
☐ Technical
☐ Training
☐ Help Desk

Description: (Including any step-by-step instructions)	**BACKGROUND** Pursuant to federal direction from the Centers for Medicare and Medicaid Services (CMS) and Food and Nutrition Services (FNS) to migrate and consolidate the three (3) automated welfare systems to a unified statewide system by 2023, the California Statewide Automated Welfare System (CalSAWS) Consortium must recruit staff resources for the CalSAWS project team. In June 2019, the fifty-eight (58) counties of California State formed the CalSAWS Consortium as a Joint Powers Authority (JPA) to represent the interests of all 58 counties and govern the CalSAWS portfolio, including financial, contracting, resourcing and strategic direction of CalSAWS projects. **PURPOSE** The CalSAWS project team has both long-term and limited-term positions to support the CalSAWS projects. SAWS (CalWIN, C-IV and LRS) experience is highly desirable. The project is recruiting for two types of positions, long-term and limited-term positions, as defined below:

1. **Long-term positions** are positions that will begin in CalSAWS Design, Development and Implementation (DD&I) and continue into the CalSAWS Maintenance and Operations (M&O) beyond 2023.
2. **Limited-term positions** are positions that may work on CalSAWS DD&I or LRS/C-IV/CalWIN M&O. These positions have various end dates noted in the individual job descriptions and do not continue beyond 2023.

   - These positions are used for migration activities or backfilling long-term project staff who are working migration assignments and will return to their long-term position at the end of their migration related position.

   - The anticipated start and end dates for limited-term positions will be discussed as part of the interview process.

OPEN POSITIONS

This recruitment is for the following open positions, grouped by respective section(s) of the CalSAWS project organization. Please note the indicators for long-term and limited-term positions, as well as timeframes for limited-term positions. Start dates for all positions are variable.

Project Management Office (PMO) Section:
- PMO Analysts (1 long-term)

Technical & Operations Section:
- Cloud Analyst (1 long-term)
- Help Desk Analyst 1 limited-term through September 2021)
- Conversion Analysts (3 limited-term)

Application Development & Test Section:
- Business Analysts (1 long-term)
- Business Analysts (3 limited-term)

Policy, Design & Governance Section:
- Business Analysts (2 limited-term through September 2021)
- Lead Business Analyst (1 long term)
- Lead Business Analyst (CDSS Liaison – long term)

Customer Engagement Section:
- Change Management Lead (1 limited-term through October 2023)
- Implementation Coordinators (3 limited-term through October 2023)

The CalSAWS project employers of candidates will determine the salary and employee benefits, which may or may not be at the same level of compensation as LA County job classifications.

HOW TO APPLY

The CalSAWS Project (Inclusive of LRS, C-IV and CalWIN) will accept completed Request for Consideration forms from all candidates through June 30, 2020. SAWS experience is highly desirable. All submissions will be reviewed, with interviews scheduled for the most qualified candidates.

	County Candidates (other than LA County): County employee candidates should discuss possible staffing options with their management. Counties will determine whether they can support staff applying for positions, including county position and <u>pay range</u>. The consortium can help provide additional information as needed. Please complete the Request for Consideration, including management's signature, scan and send the completed document to <u>Careers@CalSAWS.org</u>. **LA County Candidates:** LA County position specific job descriptions are attached for your reference. There may be multiple job classifications that qualify for a project position and a crosswalk has been included in the attached FAQ to assist. Please address specific questions regarding job classifications to LA County DPSS Human Resources. Please complete the Request for Consideration, including management's signature, scan and send the completed document to <u>Careers@CalSAWS.org</u>. **Public Candidates:** For public candidates (or candidates whose county is not able to support a staff member on the project), the CalSAWS Consortium contracts with Regional Government Services (RGS) to provide staff for the consortium. Please complete and email your <u>Request for Consideration</u> to <u>Careers@CalSAWS.org</u>. Resumes are also accepted, but not in lieu of the Request for Consideration. **THIS RECRUITMENT CLOSES FRIDAY, <u>JUNE 30, 2020</u>.**
Primary Project Contact: (Name, phone number, email address)	Jennifer Smith 916-851-3216 SmithJA@CalSAWS.org
Backup Project Contact: (Name, phone number, email address)	Holly Murphy 916-549-5696 MurphyH@CalSAWS.org
Attachments:	CIT 0091-20 Request for Consideration Form.docx CIT 0091-20 CalSAWS Position Descriptions.zip CIT 0091-20 LA County Position Descriptions.zip
Web Portal Link:	████████ **OR** You may also retrieve the CIT document and attachments by following these steps: 1. Click on the 3rd tab at the top of the page titled "CRFIs & CITs" 2. Click on the "CalSAWS Information Transmittals (CIT)" folder 3. Click on the "2020" folder 4. Click on the appropriate CIT # folder

Frequently Asked Questions

1. **Who may apply for these positions?**

   This recruitment is open to California counties' staff and the public, preferably with SAWS experience.

   This recruitment contains both limited-term and long-term positions. Candidates should review the open job descriptions for further information regarding the type of assignment, salary range, etc.

   LA County salaries are noted on the job descriptions only for reference since benefits are also a consideration in determining the final compensation package.

2. **What's the difference between limited-term and long-term positions?**

   a. Long-term positions continue into the CalSAWS Maintenance & Operations (M&O) period. They are the only positions that move forward. All other limited-term positions

   b. Limited-term positions will assist with migration, or back-filling M & O positions, when limited-term vacancies become available during the migration effort. The expected end date will be discussed with each candidate. These positions do not roll over into CalSAWS M&O.

3. **What if I currently work for a county, or as a member of the CalACES or CalWIN Project, and wish to remain with my current employer if I am selected?**

   Internal project or external county candidates are welcome to remain with their current employer, provided that the county or entity will support them working at CalSAWS project(s). Candidates should discuss personnel options with their current employer, including potential salary. While the job descriptions display the LA County salaries, each employer determines the appropriate employee classification, salary and benefit package. CalSAWS can provide additional information to the counties to assist with this discussion.

4. **What if I don't work for a SAWS project, a WCDS county, or my county is not able to support me on the Project should I be selected?**

   We certainly appreciate when counties can support their staff in these projects, but we also understand that it's not always possible for counties to provide staff to the Project.

   The CalSAWS Consortium contracts with Regional Government Services (RGS) to provide the personnel administration for some current CalSAWS Project staff. This option will continue to be available for this recruitment.

   Note: For CalWIN consortium staff who are currently employed through CSAC, remaining with CSAC is an option. CSAC will not be adding additional positions and new employees would be employed through RGS.

5. **Tell me more about the RGS option.**

   Regional Government Services (RGS) is a Joint Powers Authority that provides human resources and personnel administration for public agencies and municipalities. RGS has been a good partner to the CalSAWS Consortium who has contracted with RGS since 2009 and is expecting to continue utilizing this resource for CaSAWS Design, Development and Implementation (DD&I) and CalSAWS Maintenance and Operations (M&O). Payroll and benefits with RGS are comparable to working for a county; however, there is no reciprocity for years of service as there is between most counties with respect to retirement. RGS offers comparable pay and benefit packages for employees, which includes an employer retirement contribution and 401k offerings.

6. **What about travel since this is a statewide project?**

All positions may be subject to some short-term travel in order to conduct project business with the state and counties. The CalSAWS project includes 3 locations - LRS in Norwalk, C-IV in Rancho Cordova, and CalWIN in Roseville.

There are short-term travel funds available for project staff who travel out to the counties or other project sites as required. Staff will follow their employers' short-term travel policy to cover travel expenses. CalSAWS can provide additional information, as needed.

7. **If I work for LA County, how do CalSAWS positions align with LA County positions?**

CalSAWS Working Job Title	LA County Classification(s)	CalSAWS Organizational Chart Area
Business Analyst Lead	PISA	Application Development & Test
Business Analyst/Tester	SISA, ISA II	Application Development & Test
Change Management Lead	PISA	Customer Engagement
Conversion Analyst	SISA	Technical Operations
Cloud Analyst	PISA	Technical Operations
Contract Analyst	ASM II, ASM I	Project Management Office
Trainer	SISA, ISA II	Customer Engagement
Fiscal & Contract Manager	ITM I, ASM III	Project Management Office
Fiscal Analyst	ASM II, ASM I	Project Management Office
Implementation Manager	ITM I, ASM III	Customer Engagement
Implementation Coordinator	SISA	Customer Engagement
PMO Analyst	SISA, ASM II	Project Management Office
Procurement Manager	ITM I, ASM III	Project Management Office
Procurement Analyst	SISA, ASM II	Common Services or PMO
Release Coordinator	PISA, SISA	Application Development & Test