

# CalSAWS Job Description

## LEAD IMPLEMENTATION COORDINATOR

LA COUNTY CLASSIFICATION: PRINCIPAL INFORMATION SYSTEMS ANALYST

### SALARY RANGE

Salary determined by Employer

### JOB DESCRIPTION

The Lead Implementation Coordinator will report to the Implementation Manager. The Lead Implementation Coordinator will have significant knowledge and experience in the best practices of organizational transformation of counties to information systems and governance structures. Incumbents will assist the Implementation Manager in understanding and addressing the human factors affecting the consortium's ability to reach its strategic goals and by gathering input from the counties and being a conduit for communication. The Lead Implementation Coordinator will oversee highly complex and sensitive assignments.

The Lead Implementation Coordinator will provide coaching and direction to the Implementation Coordinators in guiding counties through the organizational transformation to a statewide system and consortium. The Implementation Lead will supervise a team of Implementation Coordinators that provide on-going support before and after go-live.

### RESPONSIBILITIES

- Supervise a team of Implementation Coordinators through various project stages
- Assist in directing efforts to enable the workforce to make a successful transition to the CalSAWS automated environments and business model
- Collaborating with appropriate project team leads to integrate implementation management activities into the overall plan
- Collaborating with external and internal stakeholders in the development, implementation of the overall implementation strategy
- Contributing to design, development and/or review of work products and deliverables
- Identifying performance or resistance gaps and developing corrective action plans
- Assist in the directing and coordinating ongoing implementation support for counties pre-go live and post-go live
- Evaluating implementation related CalSAWS Information Transmittals and CalSAWS Request for Information
- Analyzing, communicating, and mitigating implementation risks
- Gathering input from multiple shareholders and being a conduit for communication
- Working knowledge of public assistance programs and state policy as it relates to SAWS
- Providing strong analytical and problem-solving skills
- Providing organizational, management and leadership abilities

### 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;

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- Strong analytical and problem-solving skills;
- Strong organizational, management and leadership abilities; and
- Demonstrated ability to lead a team through various project stages.

## MINIMUM QUALIFICATIONS

### TRAINING AND EXPERIENCE:

Option 1

Graduation from an accredited college or university with a bachelor's degree in Computer Science, Information Systems, or a closely related field and four (4) years of recent, full-time, paid experience in information systems analysis and design in a centralized information technology organization

**-OR-**

Option 2

Two (2) years of experience at the level of Information Senior Information System Analyst

**-OR-**

Option 3

Five (5) years of recent, full-time, paid experience in information systems analysis, design, training, or implementation in a centralized information technology organization/county.

### 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. Requires light physical effort that may include occasional light lifting to a 10-pound limit and some bending, stooping, or squatting. Considerable ambulation may be involved.

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