

CalSAWS Job Description

CALSAWS POSITION: EXECUTIVE DIRECTOR

RGS Annual Salary Range: \$231,857.60 - \$325,748.80

JOB DESCRIPTION

The Executive Director is responsible for overseeing the development, and maintenance of the California Statewide Automated Welfare System (CalSAWS) and other ancillaries including BenefitsCal, Customer Service Center, and Imaging. The Executive Director provides direction related to implementing program releases and monitoring vendor's performance, overseeing the full systems development life cycle management of major projects/programs, unique in complexity and scope, with enormous, far-reaching impact to consortium member counties and program funding sources. The Executive Director is responsible for planning, organizing, and directing the activities of the vendors, Consortium Section Directors, and staff, within the CalSAWS project. This position is responsible for ensuring the continuous delivery and compliance with federal and state regulations for automated public assistance services through effective management of all technical and financial aspects associated with multiple teams.

The Executive Director is responsible for supporting the CalSAWS Joint Powers Authority (JPA) Board of Directors in administrative and technical supervision to director-level staff. Plans, organizes, assigns, and evaluates the work of a director-level staff, develops, implements and monitors work plans to achieve assigned team objectives; provides input and monitors performance; participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with consortium standards.

The Executive Director oversees all projects within the CalSAWS portfolio, serves as a point of escalation for issues and risks, and communicates with stakeholders on project status.

RESPONSIBILITIES

- Contributing to the design, development and/or review of work products and deliverables including:
 - Stakeholder Communications;
 - Meeting Schedules, Agendas, Minutes and Presentations;
 - Issue Resolutions and Risk Mitigation Plans;
 - Invoice Approvals;
 - Budget Approvals;
 - Deliverable Approvals;
 - Contract Review and Approval Recommendations;
 - Final System Acceptance;
- Overseeing and supporting the CalSAWS Section Directors in management of their business area and teams.
- Providing full administrative and technical supervision to director-level staff.
- Planning, organizing, assigning, and evaluating the work of a director-level staff;
- Developing, implementing and monitoring work plans to achieve assigned team objectives;
- Ensuring mandated data and information reporting requirements are followed, including providing input for the Project Control Document, Deliverable Expectation Document, and Project Status Reports relative to business areas;
- Serving as the Secretary to the JPA Membership and JPA Board and ensuring adherence to the governing documents including the JPA Agreement and Bylaws.

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- Leading and facilitating the Project Steering Committee.
- Coordinating and representing the Project at CWDA Meetings.
- Coordinating and representing the JPA Membership, JPA Board and Project with the State Health and Human Services Agency and associated departments and offices including OTSI, CDSS, DHCS and DCSS.
- In coordination with JPA members, represent the JPA Membership, JPA Board and Project with counties and county governance organizations including County Counsels, County Boards of Supervisors and supporting county departments.
- Coordinating and representing the JPA Membership, JPA Board and Project with the Federal program and funding partners including CMS and FNS.
- Coordinating and representing the JPA Membership, JPA Board and Project with the State Legislative organizations including, Assembly staff and members, Senate staff and members and the Legislative Analyst's Office.
- Coordinating and representing the JPA Membership, JPA Board and Project with various advocacy, community based and special interest groups across the State of California.
- Facilitating strong cross-team coordination, communication and collaboration among consortium personnel, system vendors, QA contractor and other vendors responsible for developing, implementing, maintaining, and supporting CalSAWS software systems to verify information and resolve issues;
- Developing strategies to manage key stakeholders' expectations during initiatives that facilitate the decision-making processes which lead to the most impactful outcome;
- Maintaining confidential information in accordance with legal standards and regulations.

DESIRABLE SKILLS AND CAPABILITIES

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

- Managing major information technology projects including systems requirements analysis, design, development, testing, implementation, and maintenance;
- Strong analytical and problem-solving skills;
- Strong organizational, management and leadership abilities;
- Demonstrated ability to lead a team through various project stages; and
- Working knowledge of public assistance programs and state policy as it relates to SAWS.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, Business Administration, a discipline related to the core business function of the department, or a closely related field and five (5) years of progressively responsible experience providing direction, oversight, or management of the design, development, implementation, operation, and maintenance of large complex integrated enterprise information systems in a large, multi-service public or private-sector organization. -OR- Seven (7) years of progressively responsible experience providing direction, oversight, or management of the design, development, implementation, operation, and maintenance of large complex information systems in a large multi-service public or private-sector organization.

LICENSE:

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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:

DESIRABLE QUALIFICATIONS: A Master's Degree from an accredited college or university in Information Technology, Computer Science, Mathematics, Business Administration or a discipline related to the core business function of the department. Certified as a Project Management Professional (PMP) by the Project Management Institute (PMI). Experience managing various phases (procurement, requirements gathering, business process reengineering, development, testing and deployment) of a public assistance case management, or electronic health records management system, implementation. Ability to read and interpret system plans, technical specifications, logical and physical data models and business process/flow diagrams associated with the purchase and implementation of major applications/systems.