



and

CalSAWS

Invites applications for the position of

Executive Director with the California Statewide Automated Welfare System Consortium (CalSAWS)

– via employment as an RGS Agency Executive.

\$231,857.60 - \$325,748.80 annually DOE/DOQ

Role

Are you a proven leader who is skilled at project management and leading a large welfare benefits program? Are you committed to having a positive influence in the community you serve? Do you have the competencies it takes to support a Governing Board and a large and diverse group of leaders committed to providing benefit services to California communities? If so, you could be the next Executive Director for the California Statewide Automated Welfare System Consortium (CalSAWS).

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.

About CalSAWS

The 58 counties of California joined together to form the CalSAWS Consortium to represent the interest of county welfare agencies in the governance and management of technology projects and operations that support the automation of public assistance programs and services. The CalSAWS Consortium conducts government business and operates as a Joint Powers Authority (JPA), a legal entity under California law. The CalSAWS JPA oversees and controls the budgets, investments, contracts, and resources of the CalSAWS portfolio on behalf of the 58 counties. The JPA is governed and administered by its 12-member Board of Directors—nominated and elected annually, with terms beginning at the start of each SFY, by the 60 Representatives of the CalSAWS General Membership—through a six-region representation model. The CalSAWS JPA Board serves as the overarching authority and decision-making body in providing strategic direction, setting directives, and taking actions surrounding the CalSAWS portfolio, including executing contracts.

More About CalSAWS

The CalSAWS JPA Board of Directors generally convenes on a monthly in an open and public forum under the rules of the Ralph M. Brown Act – California Government Code §54950 et seq. The CalSAWS Executive Director, serving as the JPA Board Secretary, presents agenda items and provides support to the Board Chair during the meetings.

The CalSAWS Project delivers a statewide case management system in a cloud computing ecosystem, which was a more agile and economical model for technical infrastructure compared to traditional on-premise data centers.

The investments in SAWS technology created a strong foundation for future SAWS consolidation, scalability, and extensibility to support statewide capacity and business operations across 58 counties. Such advancements in SAWS technologies were leveraged for SAWS unification, expansion, and longevity of underlying technologies through the California Statewide Automated Welfare System (CalSAWS) Project.

The CalSAWS JPA is unstaffed. The CalSAWS Project Team is organized into eight (8) sections and teams, drawn from both Consortium members and vendor staff based on domains of responsibilities. This integrated team model streamlines communications, fosters collaboration, encourages knowledge sharing, blends resources for greater quality and productivity, and aligns project efforts.

[Additional information on the CalSAWS Project /the Executive Overview here.](#)



About RGS

Regional Government Services (RGS) is an innovative joint powers authority, a public agency that works exclusively with cities, counties, special districts, and other governmental entities throughout California. RGS serves the unique needs of our partners by providing a full complement of expert staff resources to the agencies we serve. Our Service Teams, headed by experienced Senior Advisors, and supported by over 125 team members, have worked with more than 150 agencies in the state. RGS is a virtual organization, providing effective and cost-efficient service to partner agencies through a mix of communication technology and onsite activity. With hubs in the greater Bay and Sacramento areas and Southern California, RGS's Service Teams are highly accessible and within reach of the agencies we serve, enabling RGS to provide services when and where they are needed.



What This Means for You

RGS partners with the CalSAWS JPA as one of the many vendors of staff expertise. Approximately 67 RGS employees are assigned to carry out activities in support of the CalSAWS mission. This partnership means that:

- The CalSAWS Executive Director (ED) will work closely with the CalSAWS Board of Directors to carry out the agency's mission. The ED also functions as the Board Secretary. The CalSAWS ED maintains a relationship with the Executive Director of RGS, meeting as needed to ensure role clarity, resolve issues, and manage and build capacity through assigned RGS resources.
- ED/RGS Agency Executive manages the various CalSAWS organizational teams. The ED will provide general direction to assigned team members and will manage and communicate with their team and project managers as needed.
- RGS is a virtual organization, and RGS employees typically work together and with assigned partners remotely, using technology like Zoom, Ring Central and a secure VPN to communicate across the state. The CalSAWS JPA maintains several physical worksites in California, where project staff are convened. For this assignment as CalSAWS Executive Director, a mix of both onsite work, including Board and other meetings, and remote work is required. Most onsite work will take place in Roseville, California. Meetings may take place throughout the State of California.

The Ideal Candidate will have:

PROVEN LEADERSHIP SKILLS:

- Project management and working with teams to meet strategic project goals.
- Facilitation and collaboration to develop consensus with groups of diverse stakeholders.
- Outstanding listening skills, an interest-based approach, and the ability to achieve effective compromises.
- Political savvy, the ability to establish a network to form effective political alliances.
- Communication of complex technical issues and difficult realities knowledgeably and compassionately, in understandable language, to a range of audiences.

ALSO:

- Managing major information technology projects including systems requirements analysis, design, development, testing, implementation, and maintenance.
- Working knowledge of public assistance programs and California state policy as it relates to SAWS.
- Fiscal responsibility through budget and contract management.
- Strong commitment to accountability, inclusion, and transparency.
- Proactive, approachable, and responsive to stakeholder interests and needs.
- Strong analytical and problem-solving skills.
- Strong organizational and management abilities.





Core Competencies

The Executive Director will be a competent, creative, forward-thinking, local government manager with exceptional communication and leadership skills including proven skills in the following competency areas:

Change Management - Plans, implements, and manages strategic change through long term planning while allowing for flexibility in changing conditions. Builds influence and has a positive effect on other's views, attitudes, decisions, perceptions, and beliefs.

Collaboration and Consensus Building - Has proven success in building relationships and collaborating with government, private, nonprofit, community, and educational partners to achieve agency and community goals.

Communicator - Engages and manages effective relationships with the agency, area partners, public officials, and the public. Prioritizes being a presence in the community. Is an effective listener and communicator, at ease speaking with varied audiences, providing transparency in decision-making, and achieving strategic goals.

Culturally Competent - Understands the unique culture represented in the State of California and has experience working productively with a culturally and economically diverse population.

Financial Stewardship- Is fiscally prudent, recognizes the importance of long-term planning, and articulates options for varying levels of service and their cost implications in a transparent manner. Ensures the agency continues to be fiscally, socially, and environmentally sustainable. Confidently manages the budget process, obtains additional funding opportunities, strives for financial transparency, and enters the role with a strong financial background.

Interpersonal Relations and Skills - Maintains positive and constructive internal and external relationships.

Leadership - Is a collaborative, facilitative leader who empowers high-performing, competent teams. Provides clear expectations and is an effective team builder, instilling confidence in team members, and utilizing the talent and capabilities of the team. Is a decisive leader who will set high standards, communicate those standards clearly, and hold team members accountable for results.

Leveraging Information Technology – Manages the planning and implementation of systems and data collection and analysis. Has experience with systems coordination and management.

Project Management - Prioritizes initiatives and projects, identifying resources needed, and making tough decisions when necessary to ensure the continued success of the agency. Balances conflicting interests and priorities; is responsive to dynamic needs of the agency and community and maintains focus on the long-term strategic objectives. Provides clear professional recommendations grounded in best practices and innovation.

Qualifications

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

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.

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.

[Link to full Job Description](#)



Compensation and Benefits



The salary for the role of CalSAWS Executive Director is \$231,857.60 - \$325,748.80 annually DOE/DOQ. This is a full-time position which requires both onsite and remote work as appropriate. The primary project site is located in Roseville, California.

A comprehensive benefit package includes:

Retirement - RGS participates in a defined contribution 401(a) plan administered by Empower. RGS contributes 10% on behalf of the employee at employee's regular rate of pay. In addition, RGS offers an employee sponsored deferred compensation 457(b). Participation in the 457(b) plan is voluntary and funded by the employee through payroll deduction.

Health Insurance - Medical benefits are provided through the Public Agency Coalition Enterprise (PACE). Regional Government Services (RGS) offers three plan choices to qualified employees and eligible dependents. Employer contribution rate is 90% paid for an employee who averages 30+ hours/week.

Dental/Vision Insurance - Dental benefits are provided through Delta Dental for dental benefits. For 2024, RGS covers the entire cost of the premium for qualified employees and eligible dependents. Vision benefits are provided through VSP For 2024, RGS covers the entire cost of the premium for qualified employees and eligible dependents.

Employee Assistance Program - RGS offers Mutual of Omaha as an Employee Assistance Program to all employees. This is a confidential program offered to all employees at no cost. Services include, legal, financial, work & life, and identity theft assistance. Employees are entitled to six (6) face-to-face, telephonic, or web-video consultations per incident, per calendar year.

Paid Leave - Employees with full-time assignments to the CalSAWS project receive paid vacation (96 hours annually in years 1 – 5, up to a max of 192 hours.), holiday (13 paid days a year), and sick leave (in accordance with California Paid Sick Leave Law up to a max of 48 hours per year).

Flexible Schedule - Work hours are established as needed to carry out the assignment, with the understanding that some portion of time will be during core work hours of 8:00 a.m. – 5:00 p.m. PST, to deliver client support and information in addition to public meetings that occur outside of core hours.

[For additional benefits information for Group C \(CalSAWS assigned employees\) please click here.](#)





SELECTION PROCESS

Submit your qualifications by
February 29, 2024 before 11:59 PM
PST, to:

<https://bit.ly/CalSAWS-ED>

To be considered for this exciting opportunity, candidates are invited to submit an application with a statement of interest and a focused resume detailing their recent (within the past 10 years) work experience and highlighting demonstrated career accomplishments relevant to this position.

When describing work history, projects, and programs managed, please include the name of each employer, number and composition of team(s) and your role(s), scope of responsibilities, and delivered products or services.

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary remote interview. Only the most qualified candidates will be invited to participate in a structured interview process.

The highest value RGS can bring is to share our experiences with our clients, constantly refining best practices to provide quality expertise to the benefit of all our Partners.

ADDITIONAL INFORMATION

Inquiries about the position may be directed to Kay Randolph-Pollard at krandolphpollard@rgs.ca.gov or 650-587-7314.

CalSAWS project questions may be directed to Holly Murphy at murphyh@calsaws.org or 916-549-5696.

RGS is not responsible for failure of internet forms or email transmission in submitting your application. Candidates who may require special assistance in any phase of the application or selection process should email krandolphpollard@rgs.ca.gov.



Regional Government Services is an Equal Opportunity Employer