

CalSAWS Job Description

TRANSITION MANAGER

SALARY RANGE

Salary determined by employer.
RGS \$9,494.23 - \$15,073.53 Monthly

JOB DESCRIPTION

The Transition Manager will serve as a lead counterpart to the vendors' Transition Project Managers. The Transition Manager is a strategic role responsible for leading and coordinating the Consortium's activities across multiple teams for transition to the new Maintenance and Enhancements (M&E) and Infrastructure agreements. This role is pivotal in ensuring the seamless and successful transition, as well as service continuity, of all CalSAWS projects.

RESPONSIBILITIES

- Serve as the primary contact for the vendors and drive key transition tasks.
- Develop/contribute to comprehensive transition plans, including timelines, prioritization, resources, and budgets to support the transition activities.
- Oversee and ensure that the transition delivery is integrated with the Consortium's strategic direction.
- Oversee the M&E and Infrastructure vendor activities to ensure compliance with contractual obligations and project timelines.
- Provide leadership and direction to designated CalSAWS staff, ensuring clarity of roles, responsibilities, and expectations.
- Participate in Delivery Integration activities through the M&E and Infrastructure Transition Periods.
- Review transition deliverables to ensure cohesiveness across multiple vendors and alignment with project objectives and Consortium standards.
- Conduct detailed analysis of transition processes and outcomes, identifying issues and recommending corrective actions to mitigate risks and resolve conflicts.
- Craft detailed strategies for each phase of the transition, ensuring all objectives are clear and achievable.
- Align transition strategies with overarching project goals and consortium requirements.
- Analyze the effectiveness of transition processes, identifying bottlenecks and areas for improvement.
- Utilize data-driven insights to propose adjustments and enhancements to transition plans.
- Lead/Participate in transition status meetings and assist with dispute resolution.
- Facilitate workshops and meetings to discuss transition plans, gather input, and disseminate information among team members and stakeholders, using these sessions to foster a collaborative environment and align all parties with the transition objectives.
- Maintain continuous communication with all stakeholders, including project teams, vendors, and consortium members.
- Prepare and present reports on transition status, challenges, and outcomes to the Executive Director and other key stakeholders.
- Ensure all transition activities and outcomes are thoroughly documented for future reference and compliance purposes.
- Prepare detailed reports that outline achievements and learning points from each transition phase.
- Proactively identify issues that may impact the success of the transition, initiating appropriate strategies for issue resolution.
- Foster a culture of continuous improvement within the transition team by encouraging innovation and efficiency.

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DESIRABLE SKILLS AND CAPABILITIES

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

- **Strategic Planning:** Ability to develop and implement strategic plans that align with the Consortium objectives.
- **Leadership and Team Management:** Strong leadership skills with the ability to manage and motivate a diverse team.
- **Analytical Skills:** Exceptional analytical and problem-solving abilities, with a keen attention to detail.
- **Communication:** Excellent verbal and written communication skills, with proficiency in presenting complex information clearly and persuasively.
- **Stakeholder Management:** Experienced in managing relationships with internal and external stakeholders, ensuring effective communication and collaboration.
- **Project Management:** Proficient in project management principles and tools, with a track record of delivering projects on time and within budget.
- **Technical Proficiency:** Understanding of technical aspects relevant to the transition, with the ability to guide technical teams effectively and provide insight on order/prioritization.
- **Risk Management:** Skilled in identifying, assessing, and mitigating risks that could impact the transition process.
- **Service acceptance.** Able to engage and define the acceptance criteria with delivery teams to confirm that deliverables meet the service acceptance criteria and are to the required standard.

MINIMUM REQUIREMENTS:

Graduation from an accredited college with a bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) 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; one (1) year must have been in a supervisory capacity.

-OR-

One (1) year of experience at the level of Information Technology Supervisor, Principal Information Systems Analyst, Principal Application Developer, Principal Operating Systems Analyst, or Principal Network Systems Administrator

-OR-

Six (6) years of progressively responsible, full-time, paid experience in a centralized Information Technology organization with at least two (2) years functioning in a supervisory capacity.

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.