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| <b>Distribution Date:</b> | August 12, 2024   |
| <b>To:</b>                | CalSAWS Primary Point of Contacts and the Public                                    |
| <b>CIT Name:</b>          | <b>Recruitment of CalSAWS Project Staff</b><br><b>Closing on September 10, 2024</b> |
| <b>From:</b>              | CalSAWS Project   |

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

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| <input checked="" type="checkbox"/> General<br><input type="checkbox"/> Policy<br><input type="checkbox"/> CW<br><input type="checkbox"/> CF<br><input type="checkbox"/> MC<br><input type="checkbox"/> CMSP<br><input type="checkbox"/> FC/KG/AAP<br><input type="checkbox"/> Child Care<br><input type="checkbox"/> WtW<br><input type="checkbox"/> Other Program(s) _____<br><input type="checkbox"/> BenefitsCal<br><input type="checkbox"/> Customer Correspondence<br><input type="checkbox"/> OCAT<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Reports<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Caseload Movement<br><input type="checkbox"/> Management<br><input type="checkbox"/> Fiscal<br><input type="checkbox"/> Security<br><input type="checkbox"/> Batch and Interfaces<br><input type="checkbox"/> Imaging<br><input type="checkbox"/> Migration<br><input type="checkbox"/> Conversion<br><input type="checkbox"/> Technical<br><input type="checkbox"/> Training<br><input type="checkbox"/> Help Desk |
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| <b>Description:</b><br>(Including any step-by-step instructions) | <p><b>Purpose</b><br/>         The CalSAWS project is currently recruiting for long-term Business Analyst positions responsible for requirements analysis, design specifications, testing and implementing of programs for a complete system or a component or module of a large complex system.</p> <p><b>Background</b><br/>         The fifty-eight (58) California counties formed the CalSAWS Consortium as a Joint Powers Authority (JPA) to represent their automated system interests and govern the CalSAWS portfolio, including financial, contracting, resourcing and strategic direction of CalSAWS projects.</p> <p>CalSAWS will soon transition from its current systems integrator to new contracts/vendors for the infrastructure and maintenance and enhancements scope of work. This transition will occur in phases that will take place over a six to 12-month period.</p> <p>The Consortium is now recruiting staff resources to support long-term initiatives planned for the CalSAWS project.</p> <p><b>Position Summary</b><br/>         Business Analysts are responsible for a full range of information systems analysis, design and test for a complex system with multifaceted functionality that supports the delivery of welfare services to millions of Californians.</p> <p>In these roles, Business Analysts are responsible for managing system change requests through the software development lifecycle. This may include managing and facilitating meetings with counties and state partners, working with vendors to identify possible solutions,</p> |
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|  | <p>and providing policy guidance related to system development. Excellent oral and written communication skills are essential for these positions.</p> <p>Candidates of this position should have a strong working knowledge of public assistance programs and understanding of state policy as relates to SAWS; strong analytical and problem-solving skills; and strong organizational and leadership abilities.</p> <p><u>Candidates with fiscal and/or reporting background are encouraged to apply, as well as general systems/program knowledge candidates.</u></p> <p>CalSAWS supports a hybrid/remote work model. Employees in long-term positions are expected to reside in California.</p> <p><b>How to Apply</b><br/>The CalSAWS Project will accept completed Request for Consideration forms from all candidates through <b>September 10, 2024</b>. SAWS experience is highly desirable. All submissions will be reviewed, with interviews scheduled for the most qualified candidates.</p> <p><b>County Candidates:</b> County employee candidates should discuss possible staffing options with their county management. Counties will determine whether they can support staff applying for positions, including county position and pay range. The Consortium can help provide additional information as needed.</p> <p>Please complete the Request for Consideration, including management's signature, scan and send the completed document, <i>along with a resume</i>, to <a href="mailto:Careers@CalSAWS.org">Careers@CalSAWS.org</a>.</p> <p><b>Public Candidates:</b> 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.</p> <p>Please complete and email your Request for Consideration to <a href="mailto:Careers@CalSAWS.org">Careers@CalSAWS.org</a> along with a resume.</p> <p>This recruitment closes <b>September 10, 2024</b>.</p> <p>If you have questions on this CIT, please reach out to the Primary Contact and cc your Regional Managers.</p> |
| Primary Project Contact:<br>(Name and email address) | Jennifer Smith<br><a href="mailto:SmithJA@CalSAWS.org">SmithJA@CalSAWS.org</a>   |
| Backup Project Contact:<br>(Name and email address)  | Holly Murphy<br>916-549-5696<br><a href="mailto:MurphyH@CalSAWS.org">MurphyH@CalSAWS.org</a>   |
| Attachments:   | Request for Consideration Form<br>Position Descriptions  |
| Web Portal Link:                                     | <div style="background-color: black; width: 100px; height: 20px; margin-bottom: 10px;"></div> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> <li>1. Click on the CRFIs &amp; CITs link at the top of the page.</li> </ol>  |

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|  | <ol style="list-style-type: none"> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2024" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol> |
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## **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. Candidates should review the open job descriptions for further information regarding the type of assignment, salary range, etc.

### **2. What if I currently work for a county, or as a member of the CalSAWS 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 the county or entity will support them working at the CalSAWS project. Candidates should discuss personnel options with their current employer, including potential salary. Each employer determines the appropriate employee classification, salary, and benefit package. CalSAWS can provide additional information to the counties to assist with this discussion.

### **3. What if I don't work for CalSAWS, a 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 is not always possible. 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.

### **4. 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. 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.

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

All positions may be subject to some short-term travel to conduct project business with the state and counties. The CalSAWS project office is currently located in Roseville and will be moving in early 2025 to Rancho Cordova and is expected to open an office in Norwalk in the near future.

There are short-term travel funds available for project staff who travel 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.

Currently, CalSAWS accommodates remote/telework with onsite expectations as needed for certain meetings. Travel to the home office for in-office workdays is not reimbursable.