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| Distribution Date | February 17, 2026 |
| To | PPOC.All and the Public |
| CC | Consortium.RegionalManagers.All; Consortium.SectionDirectors; |
| CIT Name | Recruitment of CalSAWS Business Analysts due March 13, 2026 |

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

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| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input type="checkbox"/> MC | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> GA/GR |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Help Desk |
| <input type="checkbox"/> WtW | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> Other Program(s)_____ | <input type="checkbox"/> Security |
| <input type="checkbox"/> BenefitsCal | <input type="checkbox"/> Task Management |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Technical |
| <input type="checkbox"/> OCAT | <input type="checkbox"/> Training |
| <input type="checkbox"/> Other_____ | |

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| Description | <p>Purpose CalSAWS is recruiting for Business Analysts positions in our BenefitsCal and Policy/Design sections.</p> <p>Background The CalSAWS Consortium is a a Joint Powers Authority (JPA) which represents the interests of all 58 California counties who govern the CalSAWS portfolio, including financial, contracting, resourcing and strategic direction of CalSAWS projects.</p> <p>The CalSAWS system is an overall set of systems used by county workers to assist those who need cash, food and medical assistance. BenefitsCal is an online portal which allows customers to apply for and maintain their benefits.</p> <p>Position Summary CalSAWS is recruiting Business Analysts Business Analysts are responsible for contributing to project deliverables through system knowledge, policy expertise, design, development, testing and/or review of work products and deliverables including documenting user requirements for new systems and system enhancements.</p> |
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These positions are long-term assignments. CalSAWS supports a hybrid/remote work model, with expectations of onsite work on a regular basis.

Desired Experience

BenefitsCal Business Analyst – Knowledge of customer facing case application and/or management portals.

Policy and Design Fiscal Analyst - One position seeks Strong Fiscal and/or State Reporting knowledge. The second assignment is more general in nature.

How to Apply

The CalSAWS Project will accept applications through **March 13, 2026**, as described below. All submissions will be reviewed, with interviews scheduled for the most qualified candidates.

County Candidates: 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.

Please complete the Request for Consideration, including management's signature, scan and send the completed document, *along with a resume*, to Careers@CalSAWS.org.

Public Candidates: 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.

Please complete and email your Request for Consideration to Careers@CalSAWS.org along with a resume.

This recruitment closes **March 13, 2026**.

If you have questions on this CIT, please reach out to the Primary and Backup Contacts.

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| Primary Project Contact | Jennifer Seel SeelJ@CalSAWS.org |
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| Backup Project Contact | Holly Murphy 916-549-5696 MurphyH@CalSAWS.org |
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| Attachments | CalSAWS Business Analyst Job Description CalSAWS Request for Consideration |
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| Web Portal Link |  OR You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none"> 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2026" folder. |
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4. Click on the appropriate CIT # folder.

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 that the county or entity will support them working at the CalSAWS project(s). 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 a SAWS project, 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 for counties to provide staff to the Project.

The CalSAWS Consortium contracts with Regional Government Services (RGS) to provide 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 and continues to utilize this resource for CalSAWS Maintenance and Operations (M&O). 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 in order to conduct project business with the State and counties. Positions assigned to the Customer Engagement team are expected to travel to counties throughout the State on a frequent basis. The CalSAWS project office is currently located in Gold River 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 out 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 based on specific activities.