CalSAWS Job Description

Product Strategy Policy Design Director

Salary Determined by Employer
RGS Salary Range:
$11,795.69 - $16,937.04 Monthly

JOB DESCRIPTION

The Product Strategy Policy Design (PSPD) Director leads the CalSAWS core product strategy by proactively identifying and shaping county business needs into a coherent, multi-horizon roadmap, while translating policy intent into clear requirements and acceptance criteria. This role strengthens upstream discipline (discovery, shaping, and Business Case Review readiness) so delivery is predictable, outcomes-focused, and aligned to enterprise governance.

This role owns the 'WHAT and WHY' for CalSAWS core delivery upstream: discovery, shaping, roadmap themes, and policy intent/acceptance criteria. This role interfaces with BenefitsCal at defined enterprise 'interlock points' (cross-product dependencies, cross-cutting policy interpretation, and enterprise visibility).

RESPONSIBILITIES

- Own CalSAWS core County Business Needs Roadmap (Now/Next/Later) and run a quarterly roadmap cycle (listening, synthesis, options, sequencing, decision readiness) with key stakeholders.
- Establish and maintain CalSAWS core Product Domains (e.g., Core Eligibility/Rules, Integrations, Reporting/Analytics for core, Platform enablement) with clear outcome ownership.
- Own Business Case Review (BCR) top-of-funnel for CalSAWS core and 'BCR readiness' discipline: problem statements, outcomes, benefits framing, sizing assumptions, phasing, and scope boundaries.
- Translate state/federal policy changes affecting CalSAWS core into minimum compliance requirements and acceptance criteria; define compliance-first vs enhancement phasing.
- Own the SCERFRA and early estimating (ROM) discipline for CalSAWS core initiatives by documenting sizing ranges, assumptions, phasing, and dependency flags to support prioritization; partner with the PDO, CTO and vendors to convert ROM estimates into baselined delivery plans and release-sized commitments.
- Lead UCD alignment for core (requirements clarity, workflow intent, accessibility/usability considerations) and validate delivered outcomes against intent.
- Maintain decision-ready options with explicit tradeoffs (value, compliance urgency, operational impact, dependencies) for executive forums.
- Coordinate enterprise interlocks with BenefitsCal Director when dependencies or cross-cutting policy interpretation require alignment; ensure impacts are documented and sequenced.

Key Partners & Interfaces

- BenefitsCal Director: accountable for BenefitsCal release readiness evidence, cutover/stabilization staffing, and vendor deliverables; retains authority over BenefitsCal roadmap/priorities. Release Director enforces enterprise gates and coordinates go/no-go.
- Project Delivery Office (PDO): intake discipline, decision log, dependencies, project-to-release traceability, and reporting cadence.
- Chief Information Officer: delivery and operations leaders: execution readiness, operational accountability, incident/problem management integration, and vendor performance management.
- Chief Technology Officer and Security leaders: standards/guardrails for high-risk changes, required reviews/approvals, and exceptions as needed.
- Customer Engagement: county-facing release readiness and communications coordination, validation of operational change impacts, and feedback loop on post-release issues, adoption and stabilization.

CalSAWS Job Description

- Product Strategy & Policy Design: validate intent/acceptance readiness for CalSAWS core items; align communications and phasing implications.
- Vendors: readiness artifacts, quality standards compliance, cutover participation, and corrective actions delivery.

MINIMUM QUALIFICATIONS

- A bachelor's degree from an accredited college or university or experience in lieu of;
- Have seven (7) years' progressively responsible, full-time, paid experience in a centralized Information Technology organization, performing information systems analysis and design, application development (five years desired), and at least two (2) years in a managerial assignment;
- Senior leadership experience in product strategy, business analysis, policy-to-technology translation, or large-scale program design (public sector preferred).
- Demonstrated ability to build and govern multi-stakeholder roadmaps and prioritization frameworks.
- Strong capability in requirements development and outcome-based acceptance criteria; comfort operating in governance-heavy, compliance-sensitive environments.
- Excellent facilitation and executive communication skills; ability to surface tradeoffs, drive alignment, and preserve decision integrity.
- A general understanding of the California welfare landscape, including the role counties play in administering and delivering these programs.

CORE COMPETENCIES

- Product discovery and problem shaping
- Roadmapping and portfolio sequencing
- Policy intent translation and outcome-based acceptance criteria
- Stakeholder synthesis and governance facilitation
- Cross-product dependency management (interlocks)
- Strategic communication and negotiation

IDENTIFICATION:

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.

LOCATION:

This is a hybrid role. Applicants need to be in the commutable Greater Sacramento Area.