

Distribution Date	May 11, 2026
To	PPOC.All and the Public
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	Recruitments of Policy Design Manager and Business Analysts Closing on June 11, 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 |
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| <input type="checkbox"/> CMSP | <input type="checkbox"/> Fiscal |
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| <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 |
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| <input type="checkbox"/> Other_____ | |

Description	<p>Purpose</p> <p>California Statewide Automated Welfare System (CalSAWS) is recruiting for a Policy Design Manager responsible for overseeing the implementation of policy and enhancements as functional system changes, The Policy Design Manager also oversees project governance and the change approval process for the CalSAWS project.</p> <p>CalSAWS is also recruiting two Business Analysts, responsible for supporting activities of the Release Management & Delivery Governance Team supporting the development, testing and implementation of CalSAWS business functions and design. General Assistance/General Relief (GA/GR) and Cash Assistance Program for Immigrants (CAPI) program experience desired.</p> <p>Background</p> <p>The 58 counties of California State formed the CalSAWS Consortium as a Joint Powers Authority (JPA) to represent the interests of all 58 counties and govern the CalSAWS portfolio, including financial, contracting, resourcing and strategic direction of CalSAWS projects.</p>
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CalSAWS is the welfare eligibility system of record which county workers use to assist California's vulnerable residents with cash aid (CalWORKs), food assistance (CalFresh) and Medi-Cal, along with the ancillary systems to support these efforts. CalSAWS also contains the BenefitsCal online portal where customers can apply for and maintain their benefits.

Position Summary

The **Manager** will be responsible for overseeing design, development and ongoing maintenance activities that support the CalSAWS System.

Experience providing direction, management, or oversight with strong organizational, management and leadership abilities is desired, along with working knowledge of public assistance programs and state policy as it relates to SAWS.

This position is a long-term position. CalSAWS supports a hybrid/remote work model, with expectations of frequent onsite work at the project location in the greater Sacramento area.

For the **Business Analyst**, CalSAWS system functional knowledge and policy background are desirable. This position is not a technical analyst position.

How to Apply

The CalSAWS Project will accept applications through **June 11, 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 **June 11, 2026**.

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

Primary Project Contact

Jennifer Seel
SeelJ@CalSAWS.org

Backup Project Contact

Holly Murphy
916-549-5696
MurphyH@CalSAWS.org

Attachments	CalSAWS Product Strategy and Policy Design Director Position Description CalSAWS Request for Consideration
Web Portal Link	CIT Communication Portal OR You may also retrieve the CIT document and attachments by following these steps: <ol style="list-style-type: none"> 1. Hover over the Communications & Resources tab at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2026" folder. 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.