

CaIACES

California Automated Consortium
Eligibility System

Invites applications for the position of:

EXECUTIVE DIRECTOR

First Review Deadline: August 15, 2017



CalACES

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Eligibility System

THE ORGANIZATION

The California Automated Consortia Eligibility System (CalACES), is a newly-formed Joint Powers Authority that will take effect in September 2017, resulting from a merger of Los Angeles County with the C-IV Consortium, which presently serves thirty-nine (39) California counties.

Approximately 200 CalACES staff members will support this new consortium providing the public assistance delivery needs of all 40 counties. With a \$215 Million Dollar budget for State FY 2017/18, CalACES will support a combined user base of approximately 40,000 County human services personnel, providing benefits and services to over nine (9) million Californians each month.

Major projects on the horizon for CalACES include:

- Migration Development & Implementation project, which will migrate the 39 C-IV Counties to Los Angeles County's Leader Replacement System (LRS), scheduled to begin January 2018 and conclude by August 2020.

- LRS Maintenance & Enhancements

- C-IV Maintenance & Operations - Procurement

for Planning of CalACES Maintenance & Operations

- Collaboration in the interoperability of CalACES system into a single statewide case management system

Throughout this process, CalACES will continue to provide the consortium's human services workers with a user-friendly automated eligibility and case management system for many state/federal welfare programs including:

- CalWORKS/TANF

- CalFresh/SNAP

- Medi-Cal/Medicaid

- Welfare-to-Work

- Foster Care

- General Assistance/General Relief

- Child Care

For more details on the history, formation and structure of CalACES, click [here](#)



WORK LOCATION

The CalACES Project has two facilities, with the southern office in Norwalk, CA and the northern office in Rancho Cordova, CA. Although assignment to a primary work location is negotiable, the Executive Director will work regularly at both locations—frequent travel is required. The Executive Director will also be expected to travel to represent the consortium counties in state meetings, as well as attend regional meetings throughout the state.

THE POSITION

The Executive Director will oversee all activities and all projects of the Consortium, and accomplish goals within a \$215 million-dollar budget in compliance with state and federal guidelines. The Executive Director reports to the JPA Board of Directors and is the Secretary to the Board. The Executive Director facilitates the JPA Board meetings, as well as the Project Steering Committee meetings and the M & O committees and workgroups. The Executive Director has 11 direct reports, including Project Directors and Regional Project Managers.

The Executive Director's key responsibilities include:

- Establish and maintain strong collaborative working relationships with the Consortia members, state and federal stakeholders and other related agencies, and project staff to effect the maintenance and enhancement of the automated welfare system.
- Provide staff support to facilitate the operation of various CalACES meetings and facilitate communication between the CalACES County Directors, the maintenance team leaders, and working communities.
- Evaluate and propose opportunities for cost savings and system improvements for review by the CalACES JPA and Project Steering Committee.
- Develop an annual strategic plan to reflect accomplishments and changes in needs and priorities for the CalACES system.
- Contract administration duties, including budget management and control, work authorization and contractor billing and payments, and the evaluation of automation contractors.
- Monitor the project schedule and the quality assurance contractor performance (risk mitigation, independent testing,

THE IDEAL CANDIDATE

The ideal candidate will have an outstanding track record of successfully managing the implementation of major technology initiatives and projects, and will have proven leadership skills facilitating groups of diverse stakeholders to leverage technology systems to support the business needs of delivering complex benefits programs.

The ideal candidate will have demonstrated skill in the management of multi-million dollar budgets, and technical experience directing IT systems planning, development, implementation, operations, and maintenance. Experience in coordinating the efforts and daily operations of staff in multiple locations is desirable.

The ideal candidate must also have strong analytical, organizational, and oral and written communication skills, and a strong commitment to accountability and transparency. The ideal candidate will be proactive, approachable, and responsive to stakeholder interests and needs.

EXPERIENCE & EDUCATION

Individuals meeting any combination of education and experience, which would likely provide the necessary knowledge and abilities, are encouraged to apply for this key and exciting position. Typical ways to obtain the knowledge and abilities would be:

■ **EDUCATION** - A Bachelor's degree from an accredited college or university with major course work in computer science, information technology, business/public administration or a related field

■ **EXPERIENCE** - At least five (5) or more years of work experience in information technology and systems project management. Additional desirable experience includes both cost-benefit analysis and operational analysis of technology systems in a welfare/benefits business environment.

COMPENSATION & BENEFITS

Salary will be DOQE and ranges between **\$172,930 - \$261,743** annually.

The Executive Director of CalACES may be employed by a county member of CalACES, if he/she is currently so employed, or via a negotiated employment contract with Regional Government Services (RGS), a California JPA agency. RGS's employment contracts may include the following benefits:

- **Medical:** Choices of Kaiser, Anthem Blue Cross EPO and PPO. RGS typically contributes up to \$1,750/month for family coverage.
- **Dental/Vision:** Employer-paid Delta Dental and Superior Vision insurance coverage for employee and eligible dependents
- **401(a):** Employer contribution of 10% of earnings to a 401(a) defined contribution retirement plan
- **FSA, DCOMP:** Flexible spending and deferred compensation plans available
- **MISC.:** Employer-paid EAP, short-term disability, long-term disability, life and AD&D insurances
- **Vacation, Sick Leave, Holidays:** Paid sick, vacation and holiday leaves



APPLICATION PROCESS

To be considered for this exciting opportunity, candidates should apply through CalOpps.org.

Candidates can access the application by going to the *Member Agencies* tab, select *Regional Government Services*, then *Executive Director for CalACES*.

Qualified candidates are invited to submit a statement of interest and a focused resume detailing their recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position.

When describing projects and programs managed, please include the name of each employer, job title, size of project or program budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

SEARCH/SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application, and qualified candidates will participate in a preliminary phone interview.

Only the most qualified candidates will be invited to participate further in a panel interview process. Subsequently, the names of highly qualified candidates will be submitted to the JPA Recruitment Committee for consideration for final selection.

Time is of the essence in filling this critical position. Applicants are encouraged to apply by **August 15, 2017** for earliest consideration.

Application materials will be reviewed promptly upon receipt, and qualified candidates contacted immediately for preliminary phone interviews. A panel interview has been tentatively scheduled for **AUGUST 23, 2017**. Location will be in Sacramento, CA.