

The County of San Bernardino invites
candidates for the position of:

Project
Director,
Consortium IV



California SAWS
Consortium IV



Consortium IV

Consortium IV (C-IV) is a Joint Powers Authority (JPA) seeking a highly motivated, collaborative, results-oriented and visionary professional to provide leadership and oversight of the continued enhancement efforts Consortium-wide, as well as ongoing maintenance and operation of



the C-IV system. The C-IV system is an online and fully integrated information system which has the ability to interface with other County consortia and

state automated welfare systems. The C-IV's administrative offices are located in Rancho Cordova, California. Rancho Cordova is part of the Sacramento Metropolitan Area, located approximately 12 miles east of Sacramento. With a population of over 64,000, the community is positioned halfway between Lake Tahoe and San Francisco.

Governance Structure

The California Statewide Automated Welfare C-IV System was formed in 1998 for the purpose of the design, implementation, and on-going operation and maintenance of an automated welfare system to be used by each of the participating Counties; currently there are 39 member Counties utilizing the system.

The Mission of Consortium IV:

Is to provide a client-based, fully integrated, on-line, user-friendly, interactive automated system to manage the increasing complexity of public assistance and employment programs.





Joint Powers Authority Board — Provides a single legal entity, separate from its members, for purposes of managing the Consortium and C-IV System. The C-IV Board of Directors is comprised of seven County Welfare Directors, one from each of seven geographical regions.

Project Steering Committee — Ensures business aspects of the Counties are appropriately represented and considered, assists the Project Management Group in assessment of project related information, and facilitates communication with project stakeholders. The Steering Committee functions under the direction of the C-IV Board of Directors.

Position Description

The position is responsible for the daily activities and operations of the Consortium, including staffing, \$87 million dollar budget, compliance with state and federal guidelines, and oversight of vendor contracts. The Project Director reports to the JPA Board of Directors and is the Secretary to the Board. The Project Director facilitates the monthly JPA Board meetings as well as the monthly Project Steering Committee meetings.

The Project Director, C-IV's responsibilities primarily include:



- ⇒ Contract administration duties related to C-IV system including budget management and control, maintaining records of contract activities including work authorization and contractor billing and payments.
- ⇒ Day to day evaluation of automation contractor (quality, cost, trends, and progress).
- ⇒ Monitoring the project schedule and the quality assurance contractor performance (risk mitigation, independent testing, problem identification, and resolution).

⇒ Establishing and maintaining ongoing working relationships with the California Department of Social Services and related agencies (e.g., Office of Systems Integration, Office of Technology Services, Department of Health Care Services).

⇒ Serving as Chairperson of the Project Steering Committee for the maintenance and enhancement of the automated system.

⇒ Providing staff support to facilitate the operation of various C-IV meetings and facilitate communication between the C-IV County Directors, the maintenance team leaders, and working communities.

⇒ Evaluating and proposing opportunities for cost savings and system improvements for review by the C-IV JPA and Project Steering Committee.

⇒ Maintaining the C-IV systems continued development strategic plan to be updated annually to reflect accomplishments and changes in needs and priorities.



Key Issues

C-IV is actively collaborating with Los Angeles County as part of a joint development effort for the Los Angeles Eligibility Automated Determination Evaluation and Reporting Replacement System (LRS) in order to minimize future efforts to merge the two systems. This effort includes:

- ⇒ Participation in the joint development effort with Los Angeles County.
- ⇒ Developing and documenting the LRS/C-IV design difference assessment process.
- ⇒ Planning for the upgrade of the C-IV technical architecture (C4A) to align with the LRS Platform.
- ⇒ Prepare for the migration of 39 Counties to the LRS System.

Salary and Benefits

Annual Salary

\$160,000 - \$170,000

Depends Upon Qualifications

The salary and benefits package is highly competitive and provided via contract with the California State Association of Counties (CSAC) and includes the following:



- ⇒ **Health Coverage Choices:** Kaiser and Blue Cross (PPO or HMO)
 - ◆ Employer pays 100% of Kaiser premium for employee and dependents (the lesser of the two coverages). If an employee chooses Blue Cross they will have to cover the difference of the premium amount between the chosen coverage and the Kaiser premium. This is done through a pre-tax payroll deduction.
- ⇒ **Dental:** Premier Access Dental—Employer pays 100% of premium for employee and dependents.
- ⇒ **Vision:** Medical Eye Services— Employer pays 100% of premium for employee and dependents.
- ⇒ **Life/AD&D:** Standard Insurance—Employer covers employee for 1.5 times annual salary up to \$250,000. Additional life coverage for employee and dependents available at an additional cost to the employee.
- ⇒ **Long Term Disability:** Standard Insurance—Employer pays 100% of premium for employee.
- ⇒ **EAP & Med-Ex Travel Assist:** Employee Assistance Program—Employer pays 100% of premium for employee and dependents.
- ⇒ **Retirement:** CSAC participates in the San Bernardino County Employees' Retirement System (SBCERA). Each employee is eligible to participate, but a start date after January 1, 2013 will require the employee to establish reciprocity in order to be considered at the Tier 1 contribution level. A Tier 1 employee receives 100% contribution by the employer minus a small contribution covered by the employee. A Tier 2 employee must pay the employee portion of the contribution pre-tax through a payroll deduction.
 - ◆ CSAC also has an optional 457(b) available through Nationwide Retirement. Employees may contribute to this pre-tax through a payroll deduction.
- ⇒ **Vacation & Sick Leave:** Employees will accrue vacation upon employment equal to two weeks a year increasing up to five weeks after 15 years employment. Full-time employees earn one paid sick leave day per month or 12 days per year.
- ⇒ **Administrative Leave:** Exempt employees receive up to five administrative leave days a year.
- ⇒ **Flexible Spending Accounts:** Pre-tax payroll deductions for out-of-pocket medical and dependent care expenses.
- ⇒ **Social Security Savings:** CSAC does not pay into SS since we offer a pension. This equates to a 6.2% savings on your salary.
- ⇒ **State Disability Insurance Savings:** CSAC does not pay into SDI since we do in-house short term disability. This equates to a 1% savings on your salary.
- ⇒ **Optional Insurance Discounts:** Liberty Mutual Insurance Company offers discounted home, auto and life insurance to CSAC employees. Paid for by the employee through payroll deduction.

Qualifications

Bachelor's degree from an accredited college or university in computer science, information technology, business/public administration, or a closely related field **AND** five (5) years of experience in information systems, project management or closely related experience including management or supervisory duties. Welfare business experience and knowledge of cost-benefit and operations analysis is highly desirable.

Travel is required.

There may be frequent travel between the LRS Project in Los Angeles and the C-IV Project in Rancho Cordova.



Supplemental Questions

Instructions: In addition to submitting your cover letter and resume, please be sure to respond to the supplemental questions below. Include the name of the organization(s) you obtained your experience and the specific amount of time you performed the duties.

- ⇒ Describe your project management experience with large information technology systems.
- ⇒ Describe your experience working with multiple stakeholders associated with information technology systems, including those with public sector agencies.
- ⇒ Describe your experience working with Boards of Directors and in what capacity you have interacted with those Boards.
- ⇒ Describe your experience developing, negotiating, and monitoring contracts.
- ⇒ Describe your experience managing a budget. Include your level of responsibility and the amount of the budget.

SELECTION PROCESS

Interested candidates should send a cover letter, resume, and responses to the supplemental questions to the County Contact below by May 23, 2014. The most qualified candidates will be referred to the appointing authority for a selection interview.

County Contact:

John V. Wood
157 W. Fifth Street
San Bernardino, CA 92415
Phone: (909) 387-6080
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