



WELFARE CLIENT DATA SYSTEMS CONSORTIUM

Recruitment:

Director of Finance

March 14, 2018



UNIQUE OPPORTUNITY

CalWIN, the largest human services system in the United States, supports the work of nearly 30,000 county employees responsible for providing timely services at more than 800 California locations. CalWIN is maintained by the Welfare Client Data Systems (WCDS) Consortium.

Please refer to the section titled *The Position* for more detail.

WELFARE CLIENT DATA SYSTEMS (WCDS) CONSORTIUM

The WCDS Consortium originated in 1967 with Santa Clara County, and has since grown to be 18 counties strong including Alameda, Contra Costa, Fresno, Orange, Placer, Sacramento, San Francisco, San Luis Obispo, San Diego, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Solano, Sonoma, Tulare, Ventura, and Yolo.

Through their long-standing collaboration and commitment to success, these 18 counties developed and implemented the CalWORKs Information Network, known as CalWIN - one of the nation’s largest automated welfare benefits and eligibility systems. The CalWIN system processes 11 million transactions daily and currently serves nearly 40% of the State of California’s Social Services clients from 850 sites.

CalWIN is an integrated on-line, real-time automated system with 26 subsystems to support automated eligibility and benefits determination, benefit issuance, client correspondence, Notices of Action, management reports, interfaces and case management for public assistance programs.

The CalWIN application supports the determination and case management of federal, state, and county public assistance programs. CalWIN supports CalWORKs/Temporary Assistance for Needy Families (TANF), Refugee Cash Assistance (RCA), CalFresh, Medi-Cal, County Medical Services Program (CMSP), Cash Assistance Program for Immigrants (CAPI), In-Home Supportive Services (IHSS), Foster Care, Kinship Guardianship Assistance Payment (KinGAP), Cal-Learn and General Assistance/General Relief. In addition, CalWIN supports employment service programs for

Welfare-to-Work, Child Care, CalFresh Employment Training (CFET) and County specific employment programs.

The CalWIN system implementation was completed in July 2006 and is currently in its twelfth year of maintenance and operations.

GOVERNANCE STRUCTURE

WCDS Board of Directors – sets overall policy and direction for the Consortium. The Board of Directors is the governing body of the WCDS Consortium and the CalWIN Project. The Board of Directors is comprised of the Human Services Directors of the participating counties. The WCDS Board Co-Chairs are elected by the WCDS Board annually.

WCDS Operations and Policy Advisory Committee (OPAC) – works with the WCDS Executive Director in guiding policy decisions, product direction and funding requirements for the Consortium. OPAC is comprised of one representative from each county responsible for internal county communications and providing recommendations to the Board of Directors on operational issues, portfolio prioritization, and establishment and implementation of strategic initiatives.

FUTURE DIRECTION / KEY PRIORITIES

At federal direction, the State of California is implementing its strategy to consolidate the three Statewide Automated Welfare Systems (SAWS) into one single system, statewide. The three systems, or Consortia, include: LEADER Replacement System (LRS), SAWS Consortium IV (C-IV) System and CalWIN.

THE POSITION

The Director of Finance role is a full-time position and will report directly to the WCDS Executive Director.

The Director of Finance responsibilities include, but are not limited to, the following:

- Oversee CalWIN and CSAC budgets; perform monthly variance analysis to identify any



unexpected results; provide suggestions to improve operations and/or achieve savings

- Generate monthly financial reporting package and present as necessary to the Board of Directors and OPAC
- Oversee the Senior Fiscal Specialist and Fiscal Specialist positions
- Review and pay vendor invoices
- Interface with Counties on questions related to funding, claiming reimbursements, contract, and other fiscal matters
- Oversee purchasing and procurement efforts
- Track daily cash flow and balance; ensure collection of funds owed
- Maintain detailed records of all project expenditures and provide reporting as needed
- Provide input on operational issues, especially those that relate to Consortium finance
- Continually improve and refine financial reporting for Consortium management and county stakeholders
- Coordinate internal and external staffing activities, including recruitment and succession planning
- Provide guidance on contract issues and work with vendors on contract management, compliance and Service Level Agreement adherence
- Maintain close oversight of vendor functions
- Research and conduct special analysis for Executive Director
- Preparation, submission and negotiation of Advanced Planning Documents (APDs) and Implementation Advance Planning Document Updates (IAPDUs) with the Office of Systems Integration
- Interact with state funding authorities; manage IAPDU process, including documentation and justification of new proposals
- Research and conduct special analysis for Executive Director
- Provide information in support of vendor negotiations and settlements
- Keep abreast of strategic issues, political and legislative impacts, opportunities, and threats affecting the Consortium

IDEAL CANDIDATE

The ideal candidate will be an energetic, results-oriented leader with highly effective written and verbal communication skills and sound decision-making abilities. The successful candidate will have a demonstrated history of being a politically astute professional with an understanding of:

- Public sector finance and IT finance
- State of California finance rules and regulations, specifically in the areas of Human Services and Social Services
- County Human Services finance

A Bachelor's degree is required; a Master's degree is desired. Preferred degree in the field(s) of Finance, Accounting or Economics.

Competencies and Personal Characteristics

In addition to the foregoing requirements, the ideal candidate will possess the following personal characteristics:

- Extensive experience in managing finance staff for government and private sector
- Effective listening, communication and negotiating skills
- Strong written and verbal communication skills
- Demonstrated experience working with leadership; providing open communication on critical issues, offering assessments and recommendations with alternatives and responds to requests for information and action
- Ability to anticipate and work through obstacles to reach objectives and plan contingencies
- Creative and analytical abilities to identify and solve complex project funding issues
- Dedication to providing exceptional support to Counties, State, Federal partners, and other stakeholders
- Solid understanding of public assistance programs and State and County government accounting practices
- At least 5 years of experience working in public sector, preferably Human Services



- Ability to communicate, collaborate and influence a broad set of public sector stakeholders.
- A high-level of competence in a broad base of technical knowledge and managerial experience to capably and credibly manage stakeholder relations;
- A track record of ensuring quality product deliverables

COMPENSATION

The annual salary range for the Director of Finance is \$120,000 to \$145,000. Salary will be negotiated commensurate with experience. A comprehensive benefit package is provided through a contract arrangement with the California State Association of Counties (CSAC) and includes the following:

- *Medical Insurance* – choice of Blue Cross or Kaiser Permanente, with significant employer contribution for employee and family members.
- *Dental Insurance* – Cypress Dental for employee and family members.
- *Vision Care* – Coverage available for employee and family members.
- *Retirement* – San Bernardino County Employees Retirement System (2% @ 55 plan) with CalPERS reciprocity.
- *Vacation* – Two weeks first two years; three weeks years three through five years; additional day for each subsequent year to a maximum of five weeks.
- *Holidays* – 13 paid holidays.
- *Sick Leave* – one day per month; no limit on accumulation.
- *Group Life Insurance and AD&D* – CSAC pays for 100% of premium for employee at 1.5 times annual salary.
- *Other Benefits provided by CSAC* – Long-Term Disability; Short-Term Disability; Employee Assistance Program.
- *Elective Benefits (paid by employee)* – Supplemental Life Insurance; Deferred Compensation Program (457 Plan).

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for the position, please submit a cover letter with current resume (that reflects both months and years of beginning/end dates of current and previous employment) and five work-related references to:

Welfare Client Data Systems / CalWIN
Attn: Stacey Drohan
8000 Foothills Boulevard, MS5687
Roseville, CA 95747
or email to Stacey.Drohan@CalWIN.org

Submissions must be received by close of business on Thursday, April 12, 2018.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary screening interview.