



## RECRUITMENT ANNOUNCEMENT

### COUNTY WELFARE DIRECTORS ASSOCIATION OF CALIFORNIA (CWDA)

CWDA is recruiting for an Information Technology Associate who will have lead responsibility for a full range of policy, functionality, best practices and funding analytical activities related to current and proposed automation systems serving county human services programs.

#### ***About the Organization***

The County Welfare Directors Association of California (CWDA) is a non-profit association representing the human service directors from each of California's 58 counties. CWDA's mission is to promote a human services system that encourages self-sufficiency of families and communities and protects vulnerable children and adults from abuse and neglect. To accomplish this mission, the Association:

- Advocates for policies that will further the mission of the organization.
- Educates state and federal policy-makers and the public regarding the impact of human services policies on individuals, communities, and county social services operations.
- Collaborates with governmental and community-based organizations to ensure efficient and effective service delivery.
- Facilitates effective communication between and among county social service agencies, and state and federal administrative agencies, including the exchange of knowledge and best and promising practices.

#### ***Position***

The Information Technology Associate has lead responsibility for the full range of policy analysis and program support activities on automation issues of interest to county human services agencies. This position reports to the CWDA Executive Director.

The Information Technology Associate's responsibilities include, but are not limited to:

- Play lead role within the CWDA office with respect to automation policy, functionality, best practices and system funding.
- Anticipate and identify automation issues of concern for county human service agencies, and work collaboratively within CWDA and with other organizations to develop recommended options and strategies for resolving those issues.
- Perform fiscal and policy analysis of proposals, legislation, regulatory actions, and court decisions that impact current and prospective automation systems supporting human services programs and develop recommendations as appropriate.
- Communicate with CWDA members, the Legislature and staff, and state oversight agencies through written budget memos, updates and letters, and position statements on automation related issues.

- Stay abreast of changing program rules, requirements and practice and continuously seek effective ways to use automation to support county human services.
- Work with the Statewide Automated Welfare Systems (SAWS) leadership to promote coordinated system development in a manner that continues to enhance statewide functionality in support of income maintenance and health coverage.
- Work with key Department of Social Services (CDSS), Department of Health Services (DHS), Covered California, Office of System Integration (OSI) and the California Department of Technology as needed to ensure county operations are fully considered in state automation system priorities and policy decisions.
- Represent CWDA at the executive level on state automation system steering committees, change control boards, and other committees where automation policy or priorities are decided that effect county human services.
- Represent CWDA on other task forces and working groups created by county, Legislative, or Administration initiative.
- Facilitate information sharing among counties on best practices for using automation locally to support human services.
- Chair and/or facilitate CWDA workgroups on automation issues as needs are identified.
- Staff and support the CWDA Information Technology Committee.
- Manage CWDA contract staff responsible for bringing county perspective to statewide automation projects.
- Special projects as assigned.

#### ***Desirable Qualifications***

- Strong analytical skills, including policy analysis, budget analysis and program evaluation;
- Excellent written and verbal communication skills, including ability to synthesize complex information into clear and concise presentations;
- Ability to establish and foster productive, collaborative relationships with the wide array of county, state, advocates, non-profit organizations, Information Technology companies, and private individuals involved in human services automation, policy development and program operations;
- Familiarity with county human services programs and operations;
- Familiarity with best practices for automation project management, system development, and maintenance and operations.
- Familiarity with the California budget, legislative, regulatory, and program implementation processes;
- Ability to thrive in a dynamic, high-energy, fast-paced work environment.

***Experience and Education:*** Any combination of experience and education that provides the required knowledge and abilities will be considered qualifying.

Typically, the desirable background includes a bachelor's degree in a field such as public administration, information technology, economics, or another related discipline, and two or more years experience working at the state, county, federal, or community level on human service automation, issues or programs. A master's degree in a relevant discipline is desirable though not required.

***Recruitment and Selection***

Those interested in applying should submit a resume and letter of interest to: Frank Mecca, Executive Director, CWDA, 925 L Street, Suite 350, Sacramento, CA 95814, or fax the same to 916-443-3202 (if submitted by fax, a subsequently delivered hard copy would be appreciated). Please feel free to call the CWDA office with any questions at 916-443-1749.

***Final Filing Date:*** January 15, 2014 or until filled.

***Compensation***

Salary to be commensurate with skill and experience, plus an excellent benefit package.

**CWDA Is an Equal Opportunity Employer**