



STATE OF CALIFORNIA



The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

INVITES APPLICATIONS FOR

California Healthcare Enrollment, Eligibility and Retention System (CalHEERS) **PROJECT DIRECTOR (EXEMPT)**

SACRAMENTO, CALIFORNIA

SALARY IS NEGOTIABLE

**FINAL FILING DATE:
Until Filled**

Under the direction of the Office of Systems Integration (OSI) the California Healthcare Enrollment, Eligibility and Retention System (CalHEERS) Project Director will oversee the development, implementation, and maintenance and operations of the CalHEERS Project, which is one of the most technically and politically complex projects in State government. The CalHEERS Project supports the programs administered by the California Health Benefit Exchange, also known as Covered California, and the Department of Health Care Services who are the co-sponsors of the project. This position requires the highest level of project management, communication, collaborative skills, and tact and diplomacy.

TYPICAL DUTIES OF THE PROJECT DIRECTOR INCLUDE:

- Provides leadership and strategic direction to the CalHEERS Project to ensure project and organizational objectives are accomplished via effective project management. Plans, directs and oversees the project, and ensures deliverables and functionality are achieved as defined in the Project Charter, funding documentation, release planning documents, and subsequent project plans. Ensures that mission critical program requirements are properly addressed.

- Reviews and approves the Project Schedule and Master Project Plan. Authorizes changes to the project schedule, system requirements, and risk management system. Ensures project budget allocations and expenditures remain on schedule and within budget. Has state signature authority for the CalHEERS Project, including the prime contractors' and nonprime contractors' contracts and deliverables. Reviews and approves invoices and key project deliverables such as planning documents, business requirements, interface specifications, system design and implementation plans. Implements the processes for review/approval of the deliverables defined in the state's Information Technology (IT) Project Oversight Framework.
- Ensures effective management of all resources assigned to the project—state, prime vendor, and consultant staff. Oversees the Change Control Board meetings. The Project Director has the authority to make a final decision on all Change Requests unless the magnitude of change requires the review and approval of the project sponsors. Reviews and resolves project issues not resolved at lower levels.
- Provides direct management and supervision of the CalHEERS Project prime vendor and a variety of project support contractors. Manages contractor performance; approves work products and deliverables from CalHEERS Project team, CalHEERS Contractor, Project Support Contractors, and interfacing agencies. Ensures that contractor proposals are consistent with State technical, business, and policy requirements.
- Serves as the primary liaison between the project and the Project Sponsors and Executive Steering Committee, escalates decisions and issues as needed. Coordinates project related issues with other efforts. Communicates project progress to the Project Executive Steering committee, and the Exchange Board. Serves as the central point of external communication and coordination for the project. Provides strong advocacy for the project with external stakeholders, state government, and the public. Represents California in statewide and national conferences and meetings. Effectively communicates with, and develops/maintains excellent working relationships with a diverse group of stakeholders to ensure project status and strategic direction is shared and project-related interests are protected and met.
- Responsible for addressing the issues of a wide variety of management and executive stakeholders at the local, state, federal levels. Officially represents the CalHEERS Project in executive meetings with the Department of Health Care Services, the Department of Social Services, the Federal Centers for Medicare and Medicaid Services, the California County Welfare Directors' Association, and advocates regarding federal and state funding, transition, risk management, and strategic issues. Represents the CalHEERS project with legislative staff; provides legislative testimony on behalf of the project.
- Performs various supervisory responsibilities related to staff management and development. Evaluates necessary staff resources and training needs. Establishes performance standards and expectations by conducting probationary reviews, annual Individual Development Plans, constructive intervention, corrective and disciplinary actions and training to enhance personnel growth. Provides advice and consultation to staff on the most difficult and sensitive work issues.

DESIRABLE QUALIFICATIONS

- Knowledge and experience in the information technology procurement process at the state level.
- Knowledge and experience in state and federal budgeting and processes and developing cost allocation plans across multiple State and Federal programs.
- Experience providing legislative testimony.
- Knowledge and experience in state and federal project approval processes.
- Knowledge of the principles and practices of public administration, organization, and management.
- Knowledge of complex information technology enterprise systems and their inherent challenges.
- Demonstrated experience in leadership, including techniques of organizing and motivating groups and/or employees.
- Experience in the development, management and executive leadership of large IT system solutions for health care policies and programs, and in developing and implementing new information technology infrastructure.
- Ability to deal effectively with a variety of individuals, organizations, state agencies, local government, and contractors.
- Ability to analyze complex problems and recommend effective courses of action.
- Ability to handle politically sensitive and confidential assignments with tact and diplomacy.
- Ability to work efficiently under pressure and time constraints.
- Ability to be flexible and adapt well to changes in priorities.
- Experience in developing cooperative working relationships.
- Experience in communicating effectively and in a professional manner.

COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (PERS);
- Vacation and sick or annual leave;
- Medical, dental and vision insurance;
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment;
- 11 holidays plus two professional development days and one personal day per year;
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan.

ABOUT OSI

The Office of Systems Integration (OSI) was established to manage a portfolio of large, complex health and human services information technology projects. The OSI provides project management, oversight, procurement and support services for a multi-billion dollar portfolio of high criticality projects. In this capacity, OSI coordinates communication, collaboration and decision making among project stakeholders and program-side sponsors of the projects.

The Office of Systems Integration (OSI) fosters a learning organization and a culture that embraces collaboration and focuses on professional growth. We are passionate about the people of California who receive vital health and human services by the successful delivery of our large, complex IT systems. We are a trusted leader and work toward common goals, by sharing knowledge, learning and building consensus to implement solutions. We support each other and create the synergy that can only come from working with respect, integrity and accountability.

Headquartered in the Natomas area of Sacramento, we offer free parking, many convenient shopping and dining options, a comfortable work environment and beautiful office facilities. OSI is family friendly and a great place to work because we promote a balanced lifestyle that allows our employees to have a challenging and rewarding career!

ABOUT THE CALIFORNIA HEALTH BENEFIT EXCHANGE (ALSO KNOWN AS COVERED CALIFORNIA)

In the Fall of 2010, California enacted the first state law in the nation establishing a health benefit exchange under ACA, the California Patient Protection and the Affordable Care Act (CA-ACA) which reduces the number of uninsured and guarantees availability and renewability of healthcare coverage through the private health insurance market to qualified individuals. The Exchange is an independent public entity within state government with a five-member board appointed by the Governor and the Legislature.

REVIEW AND SELECTION PROCESS

An executive screening committee will conduct a review of all state applications, resumes and Statements of Qualifications. Applicants deemed to have the most relevant background will be invited for interviews. Interviews will be held in Sacramento, California, and will be conducted by an executive panel comprised of Covered CA, Department of Health Care Services and Office of Systems Integration. The Project Director is an "EXEMPT" position that serves upon authorization of the Board, therefore appointment and salary are subject to approval by Department of Health Care Services and the Board.

SPECIAL REQUIREMENTS:

All applicants shall be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

This position is designated as required to file a Statement of Economic Interest (Form 700) under the California Health and Human Services Agency Conflict of Interest Code. The position is responsible for the making, participating in the making, or using his or her official position to influence the making of governmental decisions that may potentially have a material effect on his or her personal financial interests. The appointee is required to complete a Form 700 within 30 days after his or her appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

HOW TO APPLY

Qualified persons must complete:

- State Application (STD 678)
- Resume of qualifications and experience
- Statement of Qualifications (no more than three pages and no smaller than 12 point font) based on the Desirable Qualifications identified in this announcement
- Three professional references (name and telephone numbers)

APPLICANTS WHO SUBMIT AN APPLICATION WITHOUT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE RECRUITMENT

DO NOT INCLUDE THE FOLLOWING INFORMATION ON YOUR APPLICATION:

- Social Security Number
- Driver's License Number
- Equal Employment Opportunity (EEO) Questionnaire (Page 5 for Examination Purposes Only)
- Signature

APPLICATION MATERIALS WILL BE ACCEPTED UNTIL THE POSITION HAS BEEN FILLED.

These documents should be emailed to: OSIWorks@osi.ca.gov

For further information regarding this position, please email OSIWorks@osi.ca.gov or 916-263-4111 and you will be contacted.