

Project Manager

ALAMEDA COUNTY EMPLOYEES
RETIREMENT ASSOCIATION



The Agency:

The Alameda County Employee's Retirement Association (ACERA) is a retirement system organized under the County Employees Retirement Law of 1937, which provides retirement, disability and death benefits to the employees, retirees and former employees of the County of Alameda, and certain other participating public employees. The retirement plan provides lifetime benefits to members of the retirement system who meet the minimum age and length-of-service requirements and is a significant and fundamental part of the comprehensive benefits package ACERA provides to eligible employees.

For more information about ACERA, please visit www.acera.org

Current Services:

Over the years, ACERA has expanded its member services to include employees of the Alameda County-based Superior Court of California and the five special districts of the County, as well as to administer retiree health care, dental care, vision care, and supplemental cost-of-living benefits.

Mission:

To provide ACERA members and employers with flexible, cost-effective, participant-oriented benefits through prudent investment management and superior member services. Commitment (Board and Staff) to carry out our Mission through a competent, professional, impartial and

open decision making process. In providing benefits and services, all persons will be treated fairly and with courtesy and respect. Investments will be managed to balance the need for security with superior performance. We expect excellence in all activities. We will also be accountable and act in accordance with the law.

**Salary: \$54.93 - \$74.79 an hour;
\$114,254.40 - \$155,563.20 a year**

The Position:

The Senior Technology Project Manager is located in the Alameda County Employees' Retirement Association Department. This is a time-limited senior position established to work on a five-year special project. This position will manage ACERA's large, multi-year pension system replacement project. This position will also work closely with an oversight project consulting firm, a process improvement consultant, a steering committee, project team members, and a pension software vendor.

This position will be heavily involved in all phases of ACERA's pension software replacement project:

- **Process Improvement Initiative:** This position will work closely with a process improvement consultant and process improvement teams to identify what process tasks can and should be automated in the new pension software.
- **Fit-gap analysis:** This position will help identify gaps

between the needs of operations and the capabilities of the new systems environment.

- **Requirements Development:** This position will ensure comprehensive user and technical requirements are developed. The results from the Process Improvement Initiative (described above) will be an input into the requirements.
- **Project Work Plan/Control Documents:** This position will assist the Oversight Project Manager in developing a Project Work Plan/Control Document that provides a detailed project plan and risk assessment including: task and deliverable descriptions; project plan detailing tasks responsibilities, staffing, effort, and due dates presented in Gantt and milestone charts; a work breakdown schedule (WBS) that outlines sequence dependencies among tasks and other task dependencies, identifying and documenting major go/no-go milestones in the project, and go/no-go criteria; a list of key assumptions; and ACERA review periods for deliverables. This position shall monitor personnel and consultant work and task performance. The Project Work Plan/Control Document shall be updated weekly as new tasks are defined, tasks are completed, or task due dates are missed.
- **Testing:** Develop formal, structured processes for usability and parallel testing.
- **Post-Implementation:** This position will help with post-implementation tasks such as ensuring a smooth transition to operational status, verifying expected business outcomes have been realized, and documenting lessons learned.

Qualifications

Either I

Experience:

The equivalent of one (1) year of full-time experience in the classification of Technology Project Manager in Alameda County.

Or II

Experience:

The equivalent of six (6) years full-time, progressively responsible experience in project management with demonstrated experience in managing the design, development, implementation, operation and maintenance of a large complex information systems program in a public or private sector organization.

(Possession of a Bachelor's degree from an accredited college or university with a major in Computer Science, Information Technology, Management, Business Administration, or a closely related field may be substituted for two years of the required experience). Possession of a Project Management Professional (PMP) certificate is highly desirable.

Resumes must be in the possession of the ACERA Human Resources Department by 5:00 p.m. on December 10, 2018.

Resumes must be sent via email to Victoria Arruda, ACERA Human Resources Officer, at varruda@acera.org. She can be reached at 510-628-3039.

Supplemental Questionnaire: A properly completed Supplemental Questionnaire must be submitted with each resume. Resumes and Supplemental Questionnaires must be in the possession of the ACERA Human Resource Department by 5:00 p.m. on December 10, 2018. Failure to submit a resume or Supplemental Questionnaire will result in disqualification.

Supplemental Questions: Senior Technology Project Manager

1. Describe a time when you had two key stakeholders with opposing views on a project you were managing. How did you manage that?
2. Describe what you think makes a software implementation project successful. Give an example of a successful implementation that you managed and describe how you contributed to that success.
3. What is the biggest mistake you have made on a project? How did you resolve it?
4. Describe one of the most challenging projects you have managed. What were some of the challenges and what did you do to overcome these challenges?