

STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
 DF-46 (REV 08/15)

Fiscal Year 2016-17	0840	Department State Controller's Office	Priority No.
Budget Request Name 0840-028-BCP-BR-2016-A1 0840-029-BCP-BR-2016-A1		Program 0500300-PERSONNEL PAYROLL SERVICES	Subprogram

Budget Request Description
 CalATERS Replacement Alternatives

Budget Request Summary

The State Controller's Office (SCO) requests \$1,086,000 (\$619,000 General Fund [GF]; \$467,000 Central Service Cost Recovery Fund [CSCRF] in 2016-17 for 3.0 positions to continue the study of alternatives for replacing the California Automated Travel Expense Reimbursement System (CalATERS) vendor and reimbursement system and to maintain the current system without disruptions to service through 2016-17. Additionally, the SCO requests a funding realignment in 2016-17 and ongoing to more appropriately support the existing CalATERS workload which provides a central service function to other State entities (reduction of \$1,880,000 in reimbursement authority; increase of \$1,072,000 in GF and \$808,000 in CSCRF).

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed	
Does this BCP contain information technology (IT) components? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, departmental Chief Information Officer must sign.</i>	Department CIO Todd Boltjes, Chief Information Systems Division	Date
For IT requests, specify the date a Special Project Report (SPR) or Feasibility Study Report (FSR) was approved by the Department of Technology, or previously by the Department of Finance. <input type="checkbox"/> FSR <input type="checkbox"/> SPR Project No. Date:		

If proposal affects another department, does other department concur with proposal? Yes No
 Attach comments of affected department, signed and dated by the department director or designee.

Prepared By <i>Debra Spellman</i> Debra Spellman, Chief Personnel/Payroll Services Div.	Date 2/10/16	Reviewed By <i>Larry Morris</i> Larry Morris, Chief Admin and Disb. Division	Date 2/8/16
Department Director <i>Tom Yowell</i> Tom Yowell Chief Administration Officer	Date 2-8-16	Agency Secretary <i>George Lelas</i> George Lelas Chief Operating Officer	Date 2/8/16

Department of Finance Use Only

Additional Review: Capital Outlay ITCU FSCU OSAE CALSTARS Dept. of Technology

BCP Type: Policy Workload Budget per Government Code 13308.05

PPBA <i>Chris F. Chas</i>	Date submitted to the Legislature 4/1/16
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BCP Fiscal Detail Sheet

BCP Title: CalATERS Replacement and Funding Realignment

DP Name: 0840-024-BCP-DP-2016-A1

Budget Request Summary

	FY16					
	CY	BY	BY+1	BY+2	BY+3	BY+4
Positions - Permanent	0.0	3.0	0.0	0.0	0.0	0.0
Total Positions	0.0	3.0	0.0	0.0	0.0	0.0
Salaries and Wages						
Earnings - Permanent	0	214	0	0	0	0
Total Salaries and Wages	\$0	\$214	\$0	\$0	\$0	\$0
Total Staff Benefits	0	111	0	0	0	0
Total Personal Services	\$0	\$325	\$0	\$0	\$0	\$0
Operating Expenses and Equipment						
5301 - General Expense	0	7	0	0	0	0
5304 - Communications	0	3	0	0	0	0
5322 - Training	0	3	0	0	0	0
5340 - Consulting and Professional Services -	0	54	0	0	0	0
5340 - Consulting and Professional Services -	0	684	0	0	0	0
5346 - Information Technology	0	10	0	0	0	0
Total Operating Expenses and Equipment	\$0	\$761	\$0	\$0	\$0	\$0
Total Budget Request	\$0	\$1,086	\$0	\$0	\$0	\$0

Fund Summary

Fund Source - State Operations						
0001 - General Fund	0	1,691	1,072	1,072	1,072	1,072
9740 - Central Service Cost Recovery Fund	0	1,275	808	808	808	808
0995 - Reimbursements	0	-1,880	-1,880	-1,880	-1,880	-1,880
Total State Operations Expenditures	\$0	\$1,086	\$0	\$0	\$0	\$0
Total All Funds	\$0	\$1,086	\$0	\$0	\$0	\$0

Program Summary

Program Funding						
0500300 - Personnel/Payroll Services	0	1,086	0	0	0	0
9900100 - Administration	0	300	0	0	0	0
9900200 - Administration - Distributed	0	-300	0	0	0	0
Total All Programs	\$0	\$1,086	\$0	\$0	\$0	\$0

Personal Services Details

Positions	Salary Information			CY	BY	BY+1	BY+2	BY+3	BY+4
	Min	Mid	Max						
1312 - Staff Info Sys Analyst (Spec)				0.0	1.0	0.0	0.0	0.0	0.0
1337 - Sr Info Sys Analyst (Spec)				0.0	1.0	0.0	0.0	0.0	0.0
5393 - Assoc Govtl Program Analyst				0.0	1.0	0.0	0.0	0.0	0.0
Total Positions				0.0	3.0	0.0	0.0	0.0	0.0
Salaries and Wages	CY	BY	BY+1	BY+2	BY+3	BY+4			
1312 - Staff Info Sys Analyst (Spec)	0	71	0	0	0	0			
1337 - Sr Info Sys Analyst (Spec)	0	81	0	0	0	0			
5393 - Assoc Govtl Program Analyst	0	62	0	0	0	0			
Total Salaries and Wages	\$0	\$214	\$0	\$0	\$0	\$0			\$0
Staff Benefits									
5150900 - Staff Benefits - Other	0	111	0	0	0	0			0
Total Staff Benefits	\$0	\$111	\$0	\$0	\$0	\$0			\$0
Total Personal Services	\$0	\$325	\$0	\$0	\$0	\$0			\$0

Analysis of Problem

A. Budget Request Summary

The State Controller's Office (SCO) requests \$1,086,000 (\$619,000 General Fund [GF]; \$467,000 Central Service Cost Recovery Fund [CSCRF] in 2016-17 for 3.0 positions to continue the study of alternatives for replacing the California Automated Travel Expense Reimbursement System (CalATERS) vendor and reimbursement system and to maintain the current system without disruptions to service through 2016-17. Additionally, the SCO requests a funding realignment in 2016-17 and ongoing to more appropriately support the existing CalATERS workload which provides a central service function to other State entities (reduction of \$1,880,000 in reimbursement authority; increase of \$1,072,000 in GF and \$808,000 in CSCRF).

B. Background/History

The SCO, Personnel and Payroll Services Division (PPSD), operates and maintains the CalATERS as a service to state department accounting offices and employees. Prior to 2000, travel advances and expense reimbursement claims were processed using a manual, paper-based method, which was labor-intensive and often delayed reimbursements to state employees. In 2000, the SCO developed CalATERS to process claims more rapidly and accurately. The system allows employees to electronically submit claims through the internet, and for those claims to follow an automatic review, approval, and payment process. Funding for the system came from agencies that voluntarily determined they needed a more efficient way to process reimbursement for travel expenses. In addition to a one-time development fee, participating agencies pay a transaction fee for each reimbursement claim processed through CalATERS to support ongoing program expenditures.

In 2007, the Legislature adopted Assembly Bill 1806, now Government Code Section 19822.3, which mandated all state agencies use CalATERS by July 1, 2009. This mandate recognized that an electronic process using web technologies, an electronic workflow, and incorporating audits and edits based on state travel rules, would improve the way the state does business. The legislation also provided for an agency to opt out of CalATERS, if a business case could be made to the SCO and Department of Finance that the use was not cost effective or feasible. Currently, CalATERS is used by 94 agencies, with 93,020 users. Among non-using agencies, 23 were granted exemptions.

The CalATERS system was designed and built under a contract with International Business Machines Inc. (IBM). In November 2013, CalATERS was fully upgraded to IBM's Global Expense Reporting Solution (GERS) to become compliant with the Americans with Disabilities Act (ADA) and compatible with Apple and Citrix environments.

CalATERS is a reimbursable program; most related costs are covered by fees to client departments. Currently the fee is \$4.46 per transaction. The SCO's CalATERS Unit includes 7.5 positions (6.5 permanent and 1.0 one-year LT), and 4.0 supporting positions (2.0 permanent and 2.0 one-year LT) in partner SCO divisions. While CalATERS historically is self-supporting, additional costs were incurred in 2011-12 through 2013-14 due to running parallel systems between the rollout of GERS and the decommissioning of the original system. In July 2015, the SCO began working on the PAL with the 3.0 one-year limited-term positions approved in a 2015-16 May Revise. These positions are not supported through reimbursements, but instead were funded with GF and CSCRF.

CalATERS is responsible for two types of reimbursements: travel expense reimbursement claims paid to employees, and travel advance reimbursement claims paid to reimburse departmental Office Revolving Funds (ORF). In 2014-15, CalATERS processed 332,632 claims with payments totaling \$62,843,486, and 31,315 reimbursements to ORFs totaling \$18,078,291. The workload and reimbursed amounts have increased over the years.

In May 2014, IBM announced that it will sunset and discontinue support for the current system effective March 31, 2016 (which is the end date of the current contract). The SCO is actively engaged in contract negotiations with IBM for transitional support until June 2020, to be provided by another unit within IBM. This option is at an increased cost of \$171,000 for 2015-16 and \$684,000 for 2016-17. The continued support from IBM allows the

Analysis of Problem

SCO to actively pursue tasks associated with the California Department of Technology's (CDT) new Project Approval Lifecycle (PAL) to evaluate the most feasible travel reimbursement solution (see Section D. Justification).

Resource History (Dollars in thousands)

Program Budget	2010-11	2011-12	2012-13 ¹	2013-14	2014-15 ²
Authorized Expenditures	\$1,035	\$1,559	\$1,737	\$1,737	\$1,737
Actual Expenditures	\$1,410	\$1,625	\$1,644	\$1,749	\$1,621
Revenues	-	-	-	-	-
Authorized Positions	8.5	8.5	8.5	8.5	8.5
Filled Positions ³	9.5	9.5	9.5	8.5	8.5
Vacancies	0.0	0.0	0.0	0.0	0.0

¹ 2012-13 Expenditures do not include the system annual maintenance, as this cost was included in the CalATERS upgrade contract.

² 2014-15 costs were lower due to less data storage needs in CalATERS Global. As more users submit claims in CalATERS Global, more storage will be needed.

³ 1.0 position was redirected to assist the CalATERS Unit in 2010-11 through 2012-13, however, this position has been directed back to other reimbursable work.

Workload History

Workload Measure	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Travel Expense Reimbursement Claims	194,383	214,762	229,397	310,070	332,632	344,274
Amount of Travel Expense Reimbursement Claims Paid	\$40,018,869	\$44,585,943	\$45,807,170	\$57,397,261	\$62,843,486	\$65,043,009
Travel Advance Reimbursement Claims (ORF)	21,872	22,383	25,015	29,707	31,315	33,194
Amount of Travel Advance Reimbursement Claims (ORF) Paid	\$13,104,062	\$13,172,500	\$14,011,584	\$17,323,811	\$18,078,291	\$19,162,988

C. State Level Considerations

As CalATERS is mandated for all state agencies, the potential loss of support from the vendor will primarily affect state employees who use CalATERS for travel/other reimbursements, and their department accounting offices. Employees and accounting offices might have to change the way they submit and process claims. Most costs of CalATERS are covered by client departments, which pay a fee (currently \$4.46) per transaction. Without additional funding, an increase in costs would necessitate a correlated increase of fees. If all additional costs are passed along to customer departments, one of two potential outcomes is likely to result: either agencies will pay more for the same level of service, or they may avoid the increase in fees by reverting to paper claims, which is slower and less efficient, resulting in delayed payments to employees (up to double the amount of time it currently takes to receive payment), and additional department accounting office workloads.

D. Justification

Due to IBM announcing the discontinuation of support to the GERS solution, the SCO needs a temporary solution to maintain service during the process of evaluating all possible solutions for a replacement system and implementing the solution, which will require substantial time and effort to complete. The funding requested would maintain the current level of service through 2016-17, while the SCO evaluates solutions to replace the CalATERS system. The current CalATERS team is dedicated to day-to-day system operations and maintenance, customer service and administrative tasks; therefore, there is no capacity to take on the evaluation required to determine the best solution and to prepare the Stage 3 Solution Development and Stage 4 Project Readiness and Approval documents of the PAL. The SCO will request IBM support costs and staffing resources beyond 2016-17 in future proposals.

Analysis of Problem

Maintaining Current Service Level:

IBM has proposed to rebuild the current system to allow for hosting by another unit with IBM. This is necessary as IBM's existing unit will no longer support GERS. The new proposed unit will provide the maintenance, support, and develop and test necessary system changes prior to releasing to the SCO. The SCO would still host its current environment at CDT, which allows for user acceptance testing, unscripted user acceptance testing and rolling out to production. CalATERS will continue to operate without system down-time. The offer of transitional support is 51 months, from April 2016 through June 2020. The estimated cost is \$2,900,000. The current annual maintenance cost is \$83,000. The current system maintenance costs are reimbursable, with a per-transaction fee of \$4.46. If these costs were to continue being reimbursed, the estimated new rate would increase to \$5.25 in 2016-17. In order to avoid the ongoing increased costs to other State departments, the SCO is requesting that the funding for the existing CalATERS be realigned. This realignment would result in the reduction of SCO's reimbursement authority and an increase in GF and CSCRF to more appropriately support the CalATERS workload being performed as a central service function for state departments.

Replacement of Current System:

In May 2014, IBM announced their strategic alliance with Concur. Existing IBM clients are being migrated to the Concur travel module under new service contracts. Given the State's procurement rules and processes, the SCO could not agree to move to Concur without having to go through the competitive bid process. (It should be noted that in December 2014, Concur was acquired by SAP.) Additionally, the replacement of the travel reimbursement system qualifies as an Information Technology (IT) project, requiring the SCO to follow the PAL process. In December 2014, the SCO released a Request for Information (RFI) to survey the IT vendor community for potential solutions to replace the current system and received responses indicating an ability to provide the needed functionality to replace CalATERS, with estimated costs ranging from under \$1 million up to \$5 million. In July 2015, the SCO began working on the PAL with 3.0 one-year limited-term positions approved in a 2015-16 May Revise. An excerpt from the CDT PAL Introduction Guide, Statewide Information Management Manual – Section 19, page 1, states:

The PAL is divided into four stages (Stage 1 Business Analysis, Stage 2 Alternatives Analysis, Stage 3 Solution Development and Stage 4 Project Readiness and Approval) each separated by gates of approval. Each stage consists of a set of prescribed, cross-functional, and parallel activities to develop deliverables used as the inputs for the next stage. The gates provide a series of "go/no go" decision points that request only the necessary and known information needed to make sound decisions for that particular point in time. As additional information is collected and refined through the lifecycle, the cost estimates, schedules and business objectives will be progressively updated and evaluated to determine if the project is still practical and if the investment should continue.

The four stages and deliverables are outlined below:

Stage 1 – Business Analysis (Stage 1): Identify problem/opportunity, establish business case/need, ensure strategic alignment, and assess organizational readiness.

Stage 2 – Alternatives Analysis (Stage 2): Assess existing business processes, market research, mid-level solution requirements, identify solutions alternatives, recommend solution, procurement and staff strategy, and project timeline.

Stage 3 – Solution Development (Stage 3): Develop solution requirements and develop solicitation.

Stage 4 – Project Readiness and Approval (Stage 4): Solicitation release, select vendor, contract management, baseline project, and DOF/Legislature award/approval.

Currently, the 3.0 limited-term positions completed Stage 1 and submitted to CDT for review and approval. CDT responded with six follow-up questions which are being answered. The 3.0 limited-term positions have begun working on the Stage 2 analysis. The alternatives analyzed within the Stage 2 analysis will include the

Analysis of Problem

following: Commercial Off-the-Shelf (COTS), custom-developed, Software-as-a-Service, and the SCO acquiring and maintaining the current source code either in-house or with the assistance of a contractor. The SCO is requesting continuation of the 3.0 resources to work on the PAL Stage 3 and Stage 4 deliverables in 2016-17.

Please see Attachment I for further workload details.

Funding

Of the requested \$1,086,000, \$402,000 in GF/CSCRF is being requested for the research and analysis of alternatives portion of this request and \$684,000 in 2016-17 is being requested as it relates to increased costs to the current system. The funding realignment in 2016-17 and ongoing will reduce the SCO's existing reimbursement authority by \$1,880,000 and increase the GF/CSCRF by \$1,880,000.

E. Outcomes and Accountability

With the additional funds, the CalATERS program will continue to maintain service through 2016-17. The additional PPSD and the Information System Division (ISD) staff will work in tandem with existing CalATERS and SCO management, as well as CalATERS partner departments, to prepare and submit Stage 3 and Stage 4 documents on time. In addition, staff will take all necessary steps to minimize disruptions in service for employees and department accounting offices.

Projected Outcomes

Workload Measure	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Travel Expense Reimbursement Claims ¹	344,274	356,324	368,795	381,703	395,062	408,890
Amount of Travel Expense Reimbursement Claims Paid ¹	\$65,043,009	\$67,319,514	\$69,675,697	\$72,114,346	\$74,638,348	\$77,250,690
Travel Advance Reimbursement Claims (ORF) ²	33,194	35,186	37,297	39,534	41,907	44,421
Amount of Travel Advance Reimbursement Claims (ORF) Paid ²	\$19,162,988	\$20,312,767	\$21,531,533	\$22,823,425	\$24,192,831	\$25,644,401

¹ 2015-16 through 2020-21 are estimates based on an estimated 3.5% increase, using 2014-15 actuals as a base.

² 2015-16 through 2020-21 are estimates based on an estimated 6% increase, using 2014-15 actuals as a base.

F. Analysis of All Feasible Alternatives

Alternative 1: Provide the SCO \$1,086,000 (\$619,000 GF; \$467,000 CSCRF in 2016-17 for 3.0 positions to continue the study of alternatives for replacing the California Automated Travel Expense Reimbursement System (CalATERS) vendor and reimbursement system and to maintain the current system without disruptions to service through 2016-17. Additionally, the SCO requests a funding realignment in 2016-17 and ongoing to more appropriately support the existing CalATERS workload which provides a central service function to other State entities (reduction of \$1,880,000 in reimbursement authority; increase of \$1,072,000 in GF and \$808,000 in CSCRF).

Pros:

- Enables SCO to continue to research, plan, and prepare the transition to a replacement vendor.
- Guarantees that the travel reimbursement system can be updated to comply with collective bargaining contract changes when required.
- Ensures that the CalATERS system can be hosted by IBM after the sunset date without negative impacts.

Cons:

- Requires resources and funding support.

Alternative 2: Provide the SCO \$684,000 reimbursements beginning in 2016-17 and ongoing to maintain the system without disruptions to service.

Pros:

Analysis of Problem

- Guarantees that the travel reimbursement system can be updated to comply with collective bargaining contract changes when required.
- Ensures that the CalATERS system can be hosted by IBM after the sunset date without negative impacts other than an increase in the per transaction fee from \$4.46 to \$5.25 in 2016-17.

Cons:

- The SCO will not be able to continue to research, plan, and prepare the transition to a replacement vendor.
- State entities may not be able to afford the increase in transaction fees and choose to return to paper processing. This could negatively impact actual reimbursements while also increasing work in SCO's Claim Audits area to manually process paper claims.

Alternative 3: Do not fund this request. Instead, the SCO would pursue acquiring the CalATERS code, which would enable the SCO to maintain the existing system in house. The cost for this alternative is not known but would include costs associated with acquiring the code from IBM as well as increased costs to support the maintenance of the system.

Pros:

- Ensures that the CalATERS system can be hosted by SCO after the sunset date, however, impacts are unknown.

Cons:

- The SCO will not be able to continue to research, plan, and prepare the transition to a replacement vendor.
- Would require increased costs to be determined.

G. Implementation Plan

Timeline	Outcome
July 2016 - December 2016	Prepare and submit Stage 3 deliverables.
January 2017 – July 2017	Prepare and submit Stage 4 deliverables.

H. Supplemental Information

In addition to the SCO standard OE&E complement, funding for, Consulting and Professional Services, and Data Processing are included within this request.

Consulting and Professional Services: Interdepartmental - \$54,000 is requested to support the Department of Technology costs related to the assistance and direction provided to state entities through PAL for reportable IT projects. The support will be provided from Stage 2 through Stage 4 of the PAL process, and will cost \$4,500 monthly.

Consulting and Professional Services: External - \$684,000 in 2016-17 is requested to continue the support of CalATERS with IBM.

Data Processing - \$1,000 is requested for specialized IT software (MERIT License).

I. Recommendation

Approve Alternative 1 and provide the SCO \$1,086,000 (\$619,000 GF; \$467,000 CSCRF in 2016-17 for 3.0 positions to continue the study of alternatives for replacing the California Automated Travel Expense Reimbursement System (CalATERS) vendor and reimbursement system and to maintain the current system without disruptions to service through 2016-17. Additionally, the SCO requests a funding realignment in 2016-17 and ongoing to more appropriately support the existing CalATERS workload which provides a central service function to other State entities (reduction of \$1,880,000 in reimbursement authority; increase of \$1,072,000 in GF and \$808,000 in CSCRF).

STATE CONTROLLER'S OFFICE
CalATERS Replacement Alternatives

<i>Personnel and Payroll Services Division (PPSD)</i> Workload Description	New Annual Increased Workload/ Task	Annual Hours per Task	Total Increased Hours	Number of Positions
<p>Classification: Associate Governmental Program Analyst</p> <p>Major responsibility: Collaborate with SCO CalATERS business team and ISD analysts to perform comprehensive research and tasks related to the continued study of replacing the existing CalATERS system. Provide program expertise and CalATERS business function expertise. Perform business process analysis and provide input to the documentation of business requirements included in the Stage 3 Procurement Analysis and Stage 4 Solution Analysis documents.</p> <p><i>>Perform business process analysis to continue the documentation of the "to be" process for the replacement system and related business requirements. Continue collaborating with SCO CalATERS business team and management, SCO Audits representatives, CalHR representatives, DGS representatives, SCO procurement experts, and state department accounting representatives to further confirm and validate all "to be" processes for impacts due to state government code, rules, procedures and practices.</i></p> <p><i>>Provide program area input and assist in the completion of the Stage 3 Procurement Analysis document.</i></p> <p><i>>Provide program area input on all possible solutions that resulted from Stage 2 Alternatives Analysis that will be used to assist in the completion of the Stage 4 Solutions Analysis.</i></p> <p>Workload assumption: Based on the estimated workload in continuing the documentation and identifying any government code, rules, procedures changes, as well as preparing the Stage 3 Procurement Analysis and Stage 4 Solution Analysis. The Stage Gate model is new and may require specific training or instructions as well as multiple reviews/revisions before it is considered complete for submission.</p>	8	140	1,120	0.6
	5	20	100	0.1
	8	70	560	0.3
TOTAL: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	21	230	1,780	1.0
TOTAL PPSD Requested Positions	21	230	1,780	1.0

CalATERS Replacement Alternatives

<i>Information Systems Division (ISD)</i> Workload Description	New Annual Increased Workload/ Task	Annual Hours per Task	Total Increased Hours	Number of Positions
<p>Classification: Senior Information Systems Analyst (Specialist) Major responsibility: Collaborate with SCO CalATERS business team and management to continue performing analysis and documentation tasks related to the replacement of the existing CalATERS system.</p> <p>> Lead documentation of CalATERS solution requirements related to the replacement of the statewide travel and expense reimbursement system. Ensure usage of best practice format and compliance with documentation rules for Stage 3 Procurement Analysis instructions.</p> <p>> Lead collaboration with the SCO CalATERS business team and management, SCO Audits representatives, CalHR representatives, DGS representatives, SCO procurement experts, and state department accounting representatives to validate solution requirements and develop the solicitation for Stage 3 Procurement Analysis.</p> <p>> Lead activities related to developing Stage 4 Solution Analysis documents and completion of final approval processes.</p> <p>Workload assumption: The scope and potential complexity of the work, along with the expected timeframe requires a dedicated leader who also has experience in best practices for business analysis and/or prior experience developing FSRs. The Stage Gate model is new and specific details on Stages 3 and 4 are not yet available. This effort may require specific training on instructions, as well as multiple reviews/revisions before it is considered complete for submission.</p>	3	120	360	0.2
	9	120	1,080	0.6
	6	60	360	0.2
TOTAL SENIOR INFORMATION SYSTEMS ANALYST	18	300	1,800	1.0
<p>Classification: Staff Information Systems Analyst (Specialist) Major responsibility: Collaborate with SCO CalATERS business team and management to continue performing analysis and documentation tasks related to the replacement of the existing CalATERS system.</p> <p>> Perform technical analysis and document CalATERS solution requirements related to the replacement of the statewide travel and expense reimbursement system. Ensure usage of best practice format and compliance with documentation rules for Stage 3 Procurement Analysis instructions.</p> <p>> Collaborate with the SCO CalATERS business team and management, SCO Audits representatives, CalHR representatives, DGS representatives, SCO procurement experts, and state department accounting representatives to validate solution requirements and develop the solicitation for Stage 3 Procurement Analysis.</p> <p>> Assist in activities related to developing Stage 4 Solution Analysis documents and completion of final approval processes.</p> <p>Workload assumption: The scope and complexity of the work along with the expected timeframe requires a resource for technical research and documentation, as well as participation in creating the Stage 3 and Stage 4 documents that include solution requirements and procurement activities. The Stage Gate model is new and specific details for Stages 3 and 4 are not yet available. This may require specific training on instructions, as well as multiple reviews/revisions before it is considered complete for submission. Will work closely with the PPSD AGPA on detailed documentation.</p>	3	160	480	0.3
	9	120	1,080	0.6
	6	40	240	0.1
TOTAL: STAFF INFORMATION SYSTEMS ANALYST	18	320	1,800	1.0
TOTAL: ISD Requested Positions	36	620	3,600	2.0