

EXECUTIVE PROGRAM SPECIALIST (DCAS)

Reporting to the Commissioner, elevates and improves strategic priority initiatives and ongoing projects.

Works in close collaboration with the senior executive team on policy formulation and in development and implementation of key initiatives. Provides strategic guidance and develops negotiation strategies. Analyzes, and refines workflows, portfolios of projects, and reporting relationships to obtain optimum effectiveness and to meet DCAS business objectives, deliverables, and budgetary requirements; meets regularly with stakeholders to understand and satisfy business needs. Prepares monthly status reports on project portfolios; holds meetings with project managers to assess status. Reviews business and functional requirements for support and scoping, including process models for business process improvements.