

## Enterprise Transition Planning Consultant/ Experience with pension industry and retirement processes

### Description

**Enterprise Transition Planning, organizational development, change management, Business process, Six Sigma, ADKAR, Kotter, Neospin framework**

Support California State Teachers Retirement System (CalSTRS) during the transition to a new pension system by assisting in assessing the current business environment, preparing process change guides, aligning core functions with the new system capabilities, developing maps and materials to communicate the changes, providing expertise to minimize risk during the changes and providing support to leadership to wisely transform and/or reorganize the business.

### Responsibilities

1. Development of FUTURE OPERATING MODEL
2. Research the current process and new public retirement best practice industry process to evaluate any impacts to future processes.
3. Support the program area managers in the training and implementation of the interim procedures by answering questions related to the procedures, attending necessary training sessions to support the managers in the training and documenting status on training implementation.
4. Coordinate cross-divisional meetings to resolve any issues related to the implementation of the procedures.
5. Assist communication team in reviewing communication documentation to external and internal stakeholders.
6. Work with the Change Management team and business-area leaders to conduct change readiness and leadership alignment activities
7. Assist with BUSINESS PROCESS REDESIGN, ALIGNMENT and measurement
8. Plan for how to transform the business
9. Manage Change

### Qualifications

#### Minimum Technical Qualifications:

At least five (5) years of experience in the last 15 years, within each of the following:

1. Developing analysis scope and tasks in a dynamic project environment.
2. Modelling and documenting business processes/procedures at an enterprise level.
3. Planning employee readiness tasks with an emphasis in both organizational development change management and change associated with procedural and tactical functional adaptation.
4. Collaborating with existing project and organizational change management teams and efforts to ensure and strengthen consistency.
5. Leading and working within cross-functional teams that include business

### Hiring organization

Lume Consulting Group

### Beginning of employment

Oct 2020

### Duration of employment

3 Years

### Job Location

USA, 95826, Sacramento, CA, USA

### Working Hours

40 Hours/Week

### Date posted

subject matter experts, architects, developers, and testers.

6. Performing analysis for retirement process re-engineering at an enterprise level.

**Desirable Technical Qualifications:**

Experience within the last ten (10) years providing extensive enterprise transition management services for large-scale enterprise-wide business transformation projects, which included the following:

1. Business process alignment and design/re-engineering, organizational impact analyses, work design (e.g., job/task analysis, role definitions, job descriptions), as well as developing performance measures and performance management processes/systems for multiple lines of business across a public retirement organization.
2. Developing and implementing employee readiness plans that minimize change resistance and maximize stakeholder engagement that result in successful adoption of a new system.
3. Supporting personnel communications and efficiently managing the “people side” of organizational changes on projects with diverse labor pools, competing priorities with respect to maintaining existing operations while preparing to utilize a new system and processes, including union and non-union personnel, and other factors.
4. Creating communication management plans and developing communication messages targeted to stakeholder groups.
5. Documenting transitional business practices and supporting clients envisioning to-be models for doing business and the support, maintenance and logging of business practices impacted by a pension technology transformation project.
6. Developing, evaluating and refining training and e-learning materials that enable performance, and experience in proven models to deliver training to end-users and other stakeholders.
7. Working knowledge of public retirement processes, business rules, and impact of pension business operations and customer service.
8. Working knowledge and thorough understanding of contemporary enterprise transition management methodologies and techniques with significant experience using industry-standard and best practices for organizational change management and/or continuous improvement (e.g., Six Sigma, ADKAR, Kotter).
9. Experience with pension industry commercial off the shelf (COTS) products and business area needs required for transformation project success, with preference for knowledge with the Neospin framework.