Focus on Recruitment

Guest Column: Jenny Maguire, Deputy Director of Administrative Services Division

FI$Cal is among the largest IT projects in the nation based on the number of users, its volume and breadth of transactions, and amount of capital that will flow through it once it is complete. To drive optimal levels of success, our department needs engaged, high-performing employees. We put a large focus on recruitment practices to make sure we hire employees committed to the causes of our organization. We seek staff who have the expertise and knowledge in software development, state business processes, change management, and cybersecurity.

FI$Cal pays special attention to recruiting the best and brightest. Our Department participates in the CalCareers online application platform. We post our jobs on LinkedIn, Twitter and Facebook, and regularly visit career fairs. This year, we're planning to visit our local campuses including CSU Sacramento, American River College and Cosumnes River College. As careers in technology continue to grow, competition is fierce. FI$Cal aims to hire the best talent and establish awareness to the public that we are an active and high profile IT employer.

OSSO Helps Departments Recover $24 Million

FI$Cal's On-Site Support Office (OSSO), within Business Operation and Solutions Division, assists departments with completing month end and year end close activities. Working with departments on their year end close activities, OSSO found that many departments are closing and cancelling Purchase Orders (POs) but are not taking the final step necessary to liquidate the funds appropriated for those POs. Having POs not fully disencumbered in the FI$Cal system can directly impact a department's ability to perform year end close activities. It also ties up funds that could be available for other use.

At the beginning of December, OSSO created a Remaining Encumbrance Balance query in the FI$Cal system that found approximately $24 million in funds from POs that had not been fully disencumbered. Staff from OSSO reached out to departments with POs identified on the report and provided

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Get To Know FI$Cal Staff – Chris Cleveland

Most weekends from March through September, you can find Chris Cleveland at a dirt racetrack. In his spare time, Chris — an Assistant Information Systems Analyst in the FI$Cal Service Center — is the official photographer for the Placerville Speedway.

"I really liked going to monster truck shows when I was a kid and always wished I had a camera to capture what was happening to look back at later. Through connections I've made over the years while attending monster truck shows and car races, I've been able to turn that wish into a reality," Chis said.

Chris, who got his start in 2008, is one of approximately 40 speedway photographers west of the Rockies. He has traveled all over Northern California taking motor sport photos. Prior to joining the

Placerville Speedway in 2016, Chris was the official photographer for the Marysville Raceway. His work has been featured in magazines such as Speedway Illustrated, and Sprint Car & Midget Magazine, as well as various speedway websites.

"It is exciting being out there during a race with the roar of the engines and the crowds cheering. One of my favorite moments came when I was taking photos of a race in Orland. I happened to take a picture just as the two lead cars crossed the finish line. My photo was used to help determine who crossed the line first and actually caused them to reverse the decision that was made on the track," Chris said. Three years ago Chris expanded his business, Cleveland Digital Imaging, to include children's photography and wedding photography, but taking racing photos is still his real passion.

"Going out and taking photos during the racing season is my 'me time.' I enjoy getting to meet new people, getting to experience new places, and sharing the images I capture. It recharges me."

FI$Cal Frequently Asked Questions

The Office of State Publishing (OSP) requires orders on a STD 67 form. Do I still need to create a FI$Cal Purchase Order (PO)?

Answer: Continue to Submit the STD 67 to OSP. You will need to create a PO ID in FI$Cal first to encumber the funds for payment. Reference this PO number on the STD 67 with applicable ChartField values where funding information is required on the STD 67.

Do I still need to maintain my procurement paper files?

Answer: Yes, you should continue to perform procedures as prescribed in the State Contracting Manual. If documentation also resides in FI$Cal, note that in your procurement paper file.

Collaboration

Working together toward common goals.

We work together toward common goals by sharing knowledge, learning, and building consensus to make and support decisions.

FI$Cal
One state. One system.

Focus on Recruitment

Our department follows the California Department of Human Resources best hiring practices for eligibility and screening of applications to ensure we are hiring equitably. Scoring criteria to review submitted applications are developed for each job as it relates to the minimum qualifications and specific duties of the position, and only the most qualified are interviewed.

Hiring the best is crucial for improving employee performance and productivity, employee engagement and employee retention. We have identified specific competencies (analytical, technical, education, and experience) to cultivate for continuing growth. Our Administrative Services Division offers departmentwide trainings — open to all employees — that range from leadership, communication, and project management to personal development. In the last year, we have offered Agile Methodology, Effective Listening, the Seven Habits of Highly Effective People, Effective Communication Skills, and Project Management

training, to name a few. We also encourage employees and supervisors to regularly assess individual training needs and sign up for classes that will build both soft and technical skills.

We believe our recruitment and retention philosophy and efforts combined are paying off based on our 2017 Employee Engagement

Survey results. In our recent survey, 86 percent of FI$Cal staff agree or strongly agree that they serve a purpose, and their work is important. In addition, 84 percent agree or strongly agree that they have a good work-life balance. That's an impressive total for a project in its final push of implementation!

USLs Are Helping Customers

FI$Cal's User Support Labs (USL) provided by the On-Site Support Office (OSSO) allow end users to bring their work to FI$Cal and troubleshoot specific issues. A recent participant had this to say:

> "I would like to thank Irene Leung's team members at FI$Cal for assisting with voucher creation and payment processing. We are finally able to create and produce in-house checks using our Office Revolving Fund with our new Book of Record, FI$Cal."

Riakat Ali
Accounting Manager
State Coastal Conservancy

Help Us Help You!

Have you submitted a ticket with FSC?

Keep an eye out for FSC calls and emails so you can provide feedback to get the right solution.

The FSC is here to help.
Email or call **(855) 347-2250**.

FI$Cal Modifying Forums and Super User Town Hall Meetings

In response to your feedback, the Change Management Office is modifying the focus of its FI$Cal Forums and Super User Town Halls.

To meet the needs of our 2018 Release future users, all upcoming FI$Cal User Community Forums will be tailored to the 2018 Release departments through July 2018. Future users from the 2018 Release departments make up the vast majority of Forum attendees and have the greatest need for information leading into cutover. All agenda items and content for upcoming Forums will relate to preparation and cutover activities for the 2018 Release.

For super users from live departments who are interested in becoming more proficient in the FI$Cal system, the Super User Town Halls will dedicate a portion of that event directly to content aimed at current end users and their concerns.

2018 Release super users will also be able to attend the quarterly Super User Town Halls at a specific time for information geared for those not yet live in the system. The Town Halls will also allow for cross department interaction between live and incoming departments.

Watch for the upcoming Forum and Super User Town Hall agendas for more information.

Staff Donates Over a Ton of Food to State Employee Food Drive

FI$Cal's small but mighty staff brought in over a ton and a half of food for the 2017 Sacramento Food Bank and Family Services Food Drive, more than seven times the amount donated last year. The five divisions within FI$Cal held a friendly competition and as a result, 3,572 pounds of non-perishable food items were collected for individuals in need in the Sacramento area. The Business Operation and Solutions Division won the competition by bringing in 1,489 pounds of food, equivalent to 24 pounds per person. In addition to collecting food, Information Technology staff generously donated more than $1,000 to the Children's Receiving Home of Sacramento.

UPCOMING FORUM:

Monthly FI$Cal User Community Forum

Tuesday, Feb. 27, 2018

**Department of Consumer Affairs
2005 Evergreen Street
Sacramento, CA 95815
Emerald Room**
(across the street from the FI$Cal building)

For more information, please visit the FI$Cal website.

Updated FI$Cal Job Aids

Module	Job Aid Title	Job Aid Description	Date Published
Accounts Payable	**Processing Credit Memo for Vouchers 1.0**	Provides instructions on how to process a supplier credit memo on vouchers.	1/19/2018
General Ledger, GL Conversions, and Year End Close	**2017 GL Conversion Job Aid**	Provides all department users with an explanation of 2017 GL conversion and common accounting entries.	1/29/2018
Procurement	**PC Interface Upload 2.0**	Provides information on how to set up a .csv file for projects, activities, team, and non-financial transactions for the upload and then how to run the process.	1/24/2018

You may view all new and updated Job Aids here.

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them with a job aid as well as step-by-step guidance on what they needed to do in the FI$Cal system to liquidate the funds from those POs.

To help departments avoid this mistake in the future, OSSO has submitted a request to automate a budget check process, that will disencumber the funds from closed and cancelled POs when Buyers do not run a budget check at the time of closure or cancellation. Until the automated budget check functionality is live in the FI$Cal system, OSSO will continue to run the Remaining Encumbrance Balance query weekly and notify FI$Cal departments when POs have been closed or canceled but not properly liquidated so that the department can resolve the PO.

Career Opportunities

Administrative Services Division

- **Staff Services Manager II (Managerial)**
  Departmental Operations Office, Business Services Section On-Site Support Office
  Final filing date: Feb. 12, 2018

For the most current list of career opportunities, visit the CalCareers website.

FEBRUARY 2018 EVENTS CALENDAR

FEBRUARY 1

- **R18 Data Extracts Strike Team Session - CALFIRE, CDE, CDPH, CHHS, DDS, DHCS, DSH, DSS, FTB, JUD** — 9 a.m. - 12 p.m.
- **R18 Department Configuration and Role Validation - Allocations - ARB, CALEPA, CHP, DBO, OPR, SLC, CDTFA, BOE** — 9 a.m. - 4 p.m.
- **R18 Department Configuration and Role Validation - Allocations - CDPH, DHCS, DOI, DSS** — 9 a.m. - 4 p.m.

FEBRUARY 5

- **Customer Impact Committee (CIC) Meeting** — 10 a.m. - 11:30 a.m.

FEBRUARY 12

- **R18 Interfaces Support Strike Team Session - DOI** — 9 a.m. - 12 p.m.

- **R18 Interfaces Support Strike Team Session - SWRCB** — 1 p.m. - 4 p.m.

FEBRUARY 13

- **R18 Interfaces Support Strike Team Session - DSS** — 9 a.m. - 12 p.m.
- **R18 Interfaces Support Strike Team Session - CALFIRE** — 1 p.m. - 4 p.m.

FEBRUARY 14

- **R18 Interfaces Support Strike Team Session - CDE** — 9 a.m. - 12 p.m.
- **R18 Interfaces Support Strike Team Session - DIR** — 1 p.m. - 4 p.m.

FEBRUARY 15

- **R18 Interfaces Support Strike Team Session - DHCS** — 9 a.m. - 10 a.m.

- **R18 Interfaces Support Strike Team Session - DSH** — 10 a.m. - 11 a.m.
- **R18 Interfaces Support Strike Team Session - HCD** — 11 a.m. - 12 p.m.
- **R18 Interfaces Support Strike Team Session - OES** — 1 p.m. - 2 p.m.
- **R18 Interfaces Support Strike Team Session - EDD/LABOR/CWDB** — 2 p.m. - 3 p.m.

FEBRUARY 27

- **Monthly FI$Cal User Community Forum** — 1:30 p.m. - 3 p.m.

Listings as of 1/31/18. For current information, and the full schedule of Touchpoint Meetings, please visit the Events Calendar on the FI$Cal Resources Page.