

## Director of Enterprise Systems Transformation and Change Management Job Description

### **Governor's Office of Management and Budget Accountability and Compliance Division Director of Enterprise Systems Transformation and Change Management**

#### **JOB DESCRIPTION:**

The Accountability and Compliance Division in the Governor's Office of Management and Budget (GOMB) is seeking to hire a Director of Enterprise Systems Transformation and Change Management. GOMB, as part of its overall management duties for state agencies, is designated as the "business owner" of two of the statewide financial systems – the ERP Finance System and the statewide grants management system. This position serves as a key member of the "business owner" team responsible for overseeing the implementation and modernization of the State's ERP Finance system and statewide Grants Management System. This role leads functional design, stakeholder coordination, data strategy, and organizational change management to ensure successful system adoption and alignment with statewide policies and business processes. This role will supervise and direct other members of the GOMB project management team and work closely with staff at the Department of Innovation and Technology and Central Management Services. This position reports to the Senior Deputy Director of Accountability and Compliance.

#### **Job duties include but are not limited to the following:**

##### ERP Finance System Implementation

- Lead functional planning and readiness activities for ERP implementation, including validation of business requirements, development of target-state functionality, and definition of data migration scope.
- Oversee the gathering and documentation of detailed functional requirements across agencies.
- Review and approve vendor system design, configurations, and related artifacts; ensure alignment with business needs and state policies.
- Facilitate communication and adoption of system design across agencies.
- Provide final sign-off on testing results and conduct user acceptance testing to ensure system functionality meets business requirements.
- Define and oversee data requirements and coordinate with agencies to ensure timely and accurate data submission.
- Validate data templates and support data stabilization efforts post-implementation.

##### Grants Management System Oversight

- Support planning, development, and implementation of statewide grants management technology initiatives in alignment with state and industry best practices.
- Monitor project progress, deliverables, and timelines; manage risks, scope, and resource allocation.
- Serve as a primary liaison among stakeholders, leadership, and technology teams to ensure alignment and issue resolution.
- Represent the program in internal and external meetings; provide recommendations on system enhancements and technology solutions.
- Coordinate priorities with agency leadership and central IT to ensure successful program execution.

##### Change Management and Training

- Lead development and delivery of policy, procedural, and system training for end users across agencies.
- Review and approve training materials to ensure consistency with business processes and compliance requirements.
- Drive adoption through proactive engagement, issue escalation, and support to agencies experiencing implementation challenges.

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- Develop and implement strategies to support organizational change and ensure successful system adoption statewide.

### Stakeholder and Program Coordination

- Collaborate with agency staff and leadership to refine business processes, improve service delivery, and enhance statewide operations.
- Participate in policy development and continuous improvement efforts related to financial and grants management systems.
- Ensure alignment of program activities with agency goals, regulatory requirements, and statewide initiatives.

## **EDUCATION AND EXPERIENCE**

- Requires knowledge, skill, and mental development equivalent to completion of a bachelor's degree in public administration, business administration, information systems, finance, or a closely related field.
- Requires prior experience equivalent to four (4) years of progressively responsible administrative, project management, or program management experience in enterprise systems implementation, financial systems, grants management, or a related area.
- At least two (2) years of experience leading or supporting large-scale system implementations (e.g., ERP, grants management systems) or technology modernization initiatives.
- Experience working with cross-agency or multi-stakeholder environments, preferably within a government or public sector setting.
- Experience in organizational change management, including stakeholder engagement, training development, and adoption strategies.

## **PREFERRED QUALIFICATIONS**

- Experience with ERP financial systems (e.g., SAP, Oracle, Workday) or statewide grants management platforms (e.g., Euna).
- Knowledge of government financial, procurement, and grants management policies and compliance requirements.
- Certification or formal training in project management (e.g., PMP), change management (e.g., Prosci), or related disciplines.
- Experience overseeing vendor deliverables and system implementation lifecycles.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to operate in a highly visible statewide environment.
- Strong project management and organizational skills with the ability to manage multiple priorities and complex initiatives simultaneously.
- Strong interpersonal and communication skills with the ability to collaborate effectively across agencies, executive leadership, vendors, and technical teams.
- Knowledge of statewide financial operations, grants management processes, and public sector compliance requirements is preferred.

## **WORK LOCATION**

This position is based in Springfield; occasional overnight travel is required.

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### **SALARY, COMPENSATION AND POSITION CLASSIFICATION**

The starting salary range for this position is \$120,000 - \$130,000 annual and will be determined based on level of experience when a job offer is made. Individual salary offers are computed based on applicant's experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

As a State of Illinois employee, you receive a comprehensive benefits package including:

- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (12) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Dependent Care)
- Employees earn (12) paid Sick Days annually.
- New employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date).

For more information regarding State of Illinois Benefits follow this link:

<https://www2.illinois.gov/cms/benefits/Pages/default.aspx>

Apply today to join the GOMB team!

### **COMPANY CULTURE**

At GOMB, we foster a collaborative, inclusive, and supportive environment where innovation and professional growth are encouraged. We are dedicated to supporting our employees' success and well-being.

**Submit resumes by mail, fax, or e-mail.**

**E-mail:** [jobs.omb@illinois.gov](mailto:jobs.omb@illinois.gov)

### **Attention Personnel:**

603 Stratton Building  
Springfield, IL 62706

**Fax:** 217-524-4876

### **NON DISCRIMINATION POLICY**

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.