

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Staff Services Analyst (General)		DWR POSITION NUMBER 0630-5157-010	SAP POSITION NUMBER 50000735	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DBS/BASB/Facilities and Property Services	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Susan Lemmon	SUPERVISOR'S CLASSIFICATION Staff Services Manager II	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 6/26/25	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under supervision of the Facilities and Property Services (FPS), Staff Services Manager II (SSM II), the Staff Services Analyst (SSA) is expected to perform the more routine less difficult and less complex technical and analytical tasks. The SSA with Supervision will be responsible for more routine, less complex, lease and facilities management duties, project management, contract administration, and administrative and security services. The SSA may assist the Associate Business Management Analyst (ABMA) on more complex projects and other related facilities work.			
	ESSENTIAL FUNCTIONS Incumbent must be able to demonstrate: (1) the ability to take direction; (2) to be results oriented, (3) ability to work independently with direction and also as part of a team, (4) ability to learn and adapt (5) ability to make sound business judgments, and (5) have analytical abilities. In addition, the incumbent must be able to demonstrate good interpersonal communication skills, which include diplomacy, tact along with strong listening skills when dealing with a variety of individuals under demanding circumstances. Finally, the incumbent must be able to facilitate and maintain cooperative working relationships with staff. Must be dependable, punctual, and flexible to work in a fast paced customer service environment. The specific duties are:			
40%	Lease and Facilities Management: Serves as the point of contact with Property Management Branch in the Department of General Services and the State Fire Marshall for building management and maintenance of space. Provide direction to contractors and vendors, for the less complex projects assigned, regarding work schedules and adjustments on work performed that maybe incomplete, in error, or substandard. Review expenditures of alterations to premises. May require travel throughout the State.			
35%	Facilities Acquisition and Alteration: Serves as a point of contact with Real Estate Services Division (RESA) of the Department of General Services and the State Fire Marshall in regard to the less complex tenant improvements and other space related items necessary for DWR to carry out its mission.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Susan Lemmon		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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	<p>Assist with the analyses, preparation of plans, specifications, and necessary documentation and justification for facilities acquisition, alteration, and refurbishing. Projects include modular workstations, building security systems that require fire and life considerations, handicap accessibility, and other specialized needs related to the particular program involved.</p>				
	<p>Initiates the establishment and renewal of smaller departmental leases statewide. Provides tracking services and all necessary information for RESD. Serves as liaison and coordinator between affected departmental organizations and RESD regarding facility improvements and changes that are an integral part of lease renewals. Periodic statewide travel may be required to field locations that may also require overnight stay. May require travel throughout the State.</p>				
10%	<p>Provides back up and support on less complex, less technical requests at any of our leased locations. Such as routing maintenance or building management issues to the proper contacts for resolution, or attending project meetings to provide project updates to project manager. May require travel throughout the State.</p>				
10%	<p>Special Projects: Responds to the less complex, less technical requests for information from DWR or RESD Management and analyzes the data and responds in the requested manner, email; form; memo or report. Items such as Estoppels, CPI, Rent Adjustments, or Step Kicks for Rent, Paint or other Maintenance notices from DGS.</p>				
5%	<p>Dock Duties: Assisting with coordination and scheduling of the Loading Dock for the Natural Resources Building.</p>				
	<p>SPECIAL REQUIREMENTS</p> <p>A valid California Class C driver's license will be required to drive a vehicle on State business. This position will require occasional travel to various leased and DGS owned and operated locations for projects, site inspections and for on-site training for future rotational duties for department buildings located within the Greater Sacramento area.</p> <p>To take and pass all courses required for the Building Owner's & Management Association (BOMA)/Building Owner's & Manager's Institute International (BOMI) "Facilities Management Administrator" and "Real Property Administrator" Designations.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p>				

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<i>Percent of Time</i>	<i>Activity</i>			
	<p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <p>Ability to exercise good independent judgment in the completion of assignments and in writing reports of findings and recommendations. The SSA must have the ability to move up to 60 lbs. for occasional moving of furniture, boxes, equipment, etc. during the course of completing assignments. The SSA must have the ability to be on their feet for extended periods of time while performing: walk-throughs of various facilities, moving between floors of a multi-level facility (with or without elevator access), move across hard or uneven terrain while reviewing various facility environments. Ability to access under furniture or fixtures for assessment of repair requests or verification of voice and data connections and cabling, ability to access ceiling overhead, ability to use hand tools in gaining access into utility enclosures and panels, or performing required job duties.</p> <p>OTHER RESPONSIBILITIES</p> <p>This position provides necessary support to the Division of Flood Management, Safety of Dams, Operations and Maintenance, Engineering and/or the Public Affairs Office during DWR Director and/or Governor-declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as OES and FEMA in disaster work, including performing field work to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response recovery, and mitigation functions. These functions are established in the California State Emergency Plan and Department's Administrative Orders.</p>			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate Business Management Analyst		DWR POSITION NUMBER 0630-4742-XXX	SAP POSITION NUMBER 50000512	MCR 1
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COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Susan Lemmon	SUPERVISOR'S CLASSIFICATION Staff Services Manager II	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 6/26/25	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY Under supervision of the Facilities and Property Services (FPS), Staff Services Manager II, the Associate Business Management Analyst (ABMA) is expected to perform the more difficult and complex technical and analytical tasks. The ABMA will be responsible for lease and facilities management, project management, contract administration, and administrative and security services. The ABMA may act as lead person for lower-level business service staff and other related project work.</p> <p>ESSENTIAL FUNCTIONS Incumbent must be able to demonstrate: (1) a high degree of initiative (results oriented), (2) ability to work independently and as part of a team, (3) ability to learn and adapt (4) ability to make good business judgments, and (5) strong analytical abilities. In addition, the incumbent must be able to demonstrate strong interpersonal communication skills, which include diplomacy, tact along with good listening skills when dealing with a variety of individuals under demanding circumstances. Finally the incumbent must be able to facilitate and maintain cooperative working relationships, and must be dependable, punctual, and flexible to work in a fast paced customer service environment. The specific duties are:</p> <p>Leased Facilities Management: Serves as liaison with Real Estate Services Division (RESA) in the Department of General Services (DGS) and the State Fire Marshall (SFM) for building management and maintenance of leased space. Evaluate the Department's requirements for building maintenance and repair. May require travel throughout the State.</p> <p>Establishes standards for maintenance and repairs assigned to DWR leased space. Develops plans and specifications for their maintenance and repair. Writes specifications and works with the Department's Contract Services Office in the development of bid packages, solicitations of bids, and the awarding contracts for building management, maintenance, and repair. Completes related projects, as necessary. Provides direction to contractors and vendors regarding work schedules and rules/regulations imposed by the Department and DGS. Negotiates adjustments on work</p>			
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SUPERVISOR'S NAME (Print) Susan Lemmon		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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Associate Business Management Analyst		0630-4742-XXX	50000512	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
Vacant		TBD	DBS/BASB/Facilites and Property Services	
Percent of Time	Activity			
30%	<p>performed that may be incomplete, in error, or substandard. Reviews expenditures for alterations to premises. May require travel throughout the State.</p> <p>Facilities Acquisition and Alteration: For the more complex projects serves as liaison with Real Estate Services Division (RESD) of the Department of General Services and State Fire Marshal in the acquisition and planning of the new or existing office and other space necessary for DWR to carry out its mission. May require travel throughout the State.</p> <p>Independently analyzes, develops, and prepares plans, specifications, and necessary documentation and justification for facilities acquisition, alteration, and refurbishing. Projects include modular workstations, building security systems that require fire and life considerations, handicap accessibility, and other specialized needs related to the particular program involved.</p> <p>Independently evaluate the Department's current facilities in assigned locations to determine immediate and future needs and the most effective and efficient use of existing space. Evaluates program requests for space. Coordinates acquisition, relinquishment, and reassignment of office space to ensure it meets the needs of the program and is consistent with Department plans, policies, and procedures. Makes recommendations for the approval or disapproval of requests based on findings.</p> <p>Initiates the establishment and renewal of departmental leases statewide. Provides tracking services and all necessary information for RESD. Serves as liaison and coordinator between affected departmental organizations and RESD regarding facility improvements and changes that are an integral part of lease renewals.</p>			
15%	<p>Provides back up, and support at any of our leased locations. This can range from providing onsite coverage at any of our leased locations, providing assistance in the building management and maintenance of said leased locations, or serve as backup in projects within the building. May require travel throughout the State.</p>			
10%	<p>Special Projects: Evaluates current systems, policies, and procedures for the Department's statewide business services program. Develops and makes recommendations on new systems, policies, and procedures to streamline functions and make them more responsible to the changing needs of the Department. Responds to the more complex technical and analytical requests for information from DWR or RESD Management and analyzes the data and responds in the requested manner, email; form; memo or report.</p>			
5%	<p>Coordination of Telecom Meetings - Coordination, scheduling, note taking and facilitating of the weekly Telecom Meetings.</p>			

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<i>Percent of Time</i>	<i>Activity</i>			
	<p>SPECIAL REQUIREMENTS</p> <p>Periodic statewide travel may be required to field locations that may also require overnight stay. A valid California Class C driver's license will be required to drive a vehicle on State business. This position will also be rotational in its on-site leased management assignments and duties for Department buildings within the Greater Sacramento area, as well as on site project meetings, quarterly site inspections, and on-site training for future rotational duties.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p> <p>To take and pass all courses required for the Building Owner's & Management Association (BOMA)/Building Owner's & Manager's Institute International (BOMI) "Facilities Management Administrator" and "Real Property Administrator" Designations.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <p>Ability to exercise good independent judgment in the completion of assignments and in writing reports of findings and recommendations. The ABMA must have the ability to move up to 60 lbs. for occasional moving of furniture, boxes, equipment, etc. during the course of completing assignments. The ABMA must have the ability to be on their feet for extended periods of time while performing walk-throughs of various facilities, moving between floors of a multi-level facility (with or without elevator access), move across hard or uneven terrain while reviewing various facility environments. Ability to access under furniture or fixtures for assessment of repair requests or verification of voice and data connections and cabling, ability to access ceiling overhead, ability to use hand tools in gaining access into utility enclosures and panels or performing required job duties.</p> <p>OTHER RESPONSIBILITIES</p> <p>This position provides necessary support to the Division of Flood Management, Safety of Dams, Operations and Maintenance, Engineering and/or the Public Affairs Office during DWR Director and/or Governor-declared emergencies, flood, dam, State Water Project, and other incidents and emergencies. Additionally, this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as OES and FEMA in disaster work, including performing field work to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response recovery, and mitigation functions. These functions are established in the California State Emergency Plan and Department's Administrative Orders.</p>			