

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

|  |   |  |   |                 |
|--|---|--|---|-----------------|
| CLASSIFICATION<br><b>Staff Services Analyst</b>  |   | DWR POSITION NUMBER<br><b>2310-5157-008</b>          | SAP POSITION NUMBER<br><b>50001959</b>  | MCR<br><b>1</b> |
| APPOINTEE<br><b>Vacant</b>   |   | SAP PERSONNEL NO.<br><b>TBD</b>                      | DIVISION/SECTION<br><b>O&amp;M/Delta Field Division/Administration Branch</b> |                 |
| COLLECTIVE BARGAINING IDENTIFIER<br>Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R01</b> |   |  |   |                 |
| RESPONSIBILITIES EXERCISED<br><input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person  |   | IMMEDIATE SUPERVISOR (Print)<br><b>Eleanor Matuu</b> | SUPERVISOR'S CLASSIFICATION<br><b>Staff Services Manager I (Supervisor)</b>   |                 |
| APPROVED BY (Personnel Analyst's Name)<br><b>Alyssa Hurn</b>   |   |  | DATE<br><b>8/28/2025</b>  |                 |
| <i>Percent of Time</i>   | <i>Activity</i>   |  |   |                 |
| <b>45%</b>   | <p><b>POSITION SUMMARY</b><br/>Under supervision and guidance of the Field Division Chief and Staff Services Manager I (Supervisor), the Staff Services Analyst shall perform the following duties utilizing computer-based programs and SAP transactions. The Incumbent receives minimal guidance, establishing their own work schedule while meeting deadlines and addressing routing matters. Effective communication is essential for successful job performance, and the incumbent is expected to exercise sound judgement and analyze situations during all interactions including executives at headquarters, field division chiefs, officials from other agencies, representatives from other field divisions, and foreign dignitaries, while representing the office of the Field Division Chief.</p> <p><b>ESSENTIAL FUNCTIONS</b><br/>This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance and exercise good judgment. Incumbent must have knowledge of the provisions and interpretation of Memorandum of Understanding (MOU), Administrative Procedures/Enterprise Process Guides, Department and other State laws, rules and regulations pertaining to Health and Safety training mandates, in addition to updates in policies and procedures of other functions required by support staff. The specific essential duties include, but are not limited to:</p> <p>Provides analytical and technical support as the field division's Training Analyst. Consults with managers, Planning and Scheduling Office, and the Safety Engineers/Officers in analyzing the training techniques required for personnel and/or specific projects to ensure that proper training requirements are met and a specified level of competency is achieved through training courses. Works with management in researching and finding courses that also meet the technical training needs of trades and crafts personnel when working with and/or on equipment. Proper coordination of training programs is critical to protect employee and public safety. With guidance from the...</p> |  |   |                 |
| SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>  |   |  |   |                 |
| SUPERVISOR'S NAME (Print)<br><b>Eleanor Matuu</b>  |   | SUPERVISOR'S SIGNATURE<br>➤                          |   | DATE            |
| EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>  |   |  |   |                 |
| EMPLOYEE'S NAME (Print)<br><b>Vacant</b>   |   | EMPLOYEE'S SIGNATURE<br>➤                            |   | DATE            |

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| CLASSIFICATION  |  | DWR POSITION NUMBER | SAP POSITION NUMBER                            | MCR |
| Staff Services Analyst  |  | 2310-5157-008       | 50001959                                       | 1   |
| APPOINTEE   |  | SAP PERSONNEL NO.   | DIVISION/SECTION                               |     |
| Vacant  |  | TBD                 | O&M/Delta Field Division/Administration Branch |     |
| Percent of Time   | Activity   |                     |  |     |
| Cont'd  | safety team, in order to evaluate, plan and schedule required training, the analyst needs to be continually updated and remain current in changes associated with training principles, practices, policies, laws and rules mandated by Cal-OSHA, and State of California Workplace Safety and Energy Regulations. Develop and implement processes, monitoring tools and reports for managers and supervisors and pro-actively manage safety and technical training for employees and ensure that records and reports are accurate, functional, retained, and user friendly. Consults with management to remain compliant in training in accordance with the Code of Safe Work Practices (CSWP), Safety and Training Standards, Injury and Illness Prevention Plan (IIPP) and Title 8.  |                     |  |     |
| 40%   | Must work closely with the State Water Project (SWP) Safety Teams and other SWP Training Analysts to research, identify and analyze qualified training resources and schedule courses identified in the CSWP Training Matrix. Also works closely with management to research, identify and analyze appropriate technical training which is compliant with the classification specifications and job duty statements. The analyst will review and identify the level, type, and hours of training consistent with the regulatory agencies mandates and/or trade specific requirements. When policies and procedures change in mandated and regulatory curriculum the analyst is responsible for working with the Department Safety Program and CSWP management to determine impacts. Works with Safety Officers, Safety Training Contractors and/or Department Safety Trainers to update Safety Training Matrix and trainers methods. The analyst is the Field Division System Administrator for Safety Training Applications and websites. Plans and monitors the training budget and makes recommendations to management. |                     |  |     |
| 5%  | Provides analytical and technical support to field division management/supervision and Safety Engineer/Officer in preparing safety documentation including training history for incident investigations and/or Cal-OSHA investigations.  |                     |  |     |
| 5%  | Acts as lead person for clerical support staff. May act for Staff Services Manager I (Supervisor) during absences. Incumbent will be required to operate automotive vehicles on public roadways as travel to remote areas within the field division is necessary to perform the requirements of this position.   |                     |  |     |
| 5%  | Responsible for requesting and monitoring DMV Pull Notices and ensuring compliance with the Department of Transportation Random pool Program for employees with a Class A Driver's License and appropriate endorsements. Enrolls and deletes employees from the random pool program, and prepares Authorization for Medical Exam forms for DMV physicals. Maintains proper documentation of DMV records for use in CHP audits.   |                     |  |     |
| PHYSICAL REQUIREMENTS   |  |                     |  |     |
| Strength and ability to move up to 25 pounds. Must be able to sit at a desk, typewriter, and/or computer for extended periods of time; must be able to operate office machines, which includes typewriter, computer, calculator, FAX, and copy machine. |  |                     |  |     |

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| <i>Percent of Time</i>                          | <i>Activity</i>   |   |   |                 |
|   | <p><b>SPECIAL REQUIREMENTS</b></p> <p>Overtime may be required based on work needs.</p> <p>Employee is required to successfully complete all safety training related to the functions of the job.</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>This position is not eligible for telework.</p> <p>Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways as travel to remote areas within the field division is necessary to perform the requirements of this position.</p> <p>This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, SWP, 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 California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) in disaster work, including performing fieldwork 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 the Department's Administrative Orders.</p> |   |   |                 |