

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Staff Services Analyst (General)		DWR POSITION NUMBER 0610-5157-007	SAP POSITION NUMBER 50000710	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DBS/Admin. and Transportation Management	
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) Judith McCarty		SUPERVISOR'S CLASSIFICATION Staff Services Manager I
APPROVED BY (Personnel Analyst's Name) Jordan McDermott			DATE 9/23/25	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under supervision of the Staff Services Manager I (SSM I), Administration and Transportation Management branch, the incumbent acts as the Human Resources Analyst for the Division of Business Services and Division Human Resources (DBS/DHR) responsible for performing a variety of analytical staff services assignments in the areas of personnel administration, program control, and performs special assignments.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with all levels of staff, and maintain regular, consistent, and predictable attendance. This is a highly visible position responsible for sensitive, confidential, and sometimes controversial employee issues or policy matters; requires a high degree of initiative and independent judgment in regularly performing the more difficult duties, meeting deadlines, as well as the ability to maintain confidentiality as it relates to employer-employee relations matters in the duties assigned. The specific essential duties are:			
35%	Under the supervision of the SSMI, assist with various Human Resources (HR) functions as the HR Analyst for DBS/DHR which includes: maintain and monitor HR information within SAP; review and provide recommendations on personnel action requests; prepare documents and justifications for reclassification needs; and assist in recruitment activities. Assist supervisors and managers regarding the HR processes and prepare related documents as necessary. Participate on interview panels for various clerical and analytical positions within DBS and DHR.			
15%	Responsible for maintaining the Department Commuter Subsidy Program, databases and records of DWR employees. Prepares monthly sales periods and reconciliation of the DWR corporate Connect Card monthly invoice packet for management approval and payment requests. Responds to inquiries from users by providing written and/or oral responses. Maintains active enrollments for DWR 4216a and subsidy eligibility. Reconciles databases to separation reports and keeps accurate records of employee eligibility and enrollment. Serves as back up for monitoring commuter emails for enrollment requests; Develops and updates policies and procedures for the			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Judith McCarty		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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Staff Services Analyst (General)		0610-5157-007		50000710	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
Vacant		TBD	DBS/Admin. and Transportation Management		
Percent of Time	Activity				
15%	<p>DWR Commuter Program and Connect Card. Monitors and processes the travel expense claims for bicycle, commuter, and van pool recipients that includes verification of monthly subsidy amounts, ensures accuracy of forms, records information in tracking system, and obtains approvals.</p> <p>Under the supervision of the SSM I, incumbent is responsible for maintaining ATM's SharePoint recruitment site content folder for the DBS/DHR. Incumbent is responsible for the preparation of recruitment material audit files to be submitted to DHR utilizing the standard naming conventions. Conducts monthly reconciliation on all recruitment materials for Department compliance on all personnel actions pertaining to recruitment. Reconciles DBS/DHR organizational charts monthly, email distribution groups, and ensures all current DWR 525 Duty Statements, both working and signed are in SharePoint. Manages and maintains DBS/DHR Personnel Tracking log on a flow basis.</p>				
10%	<p>Serve as the Employee Transportation Coordinator for the Department and assists with issues relating to carpooling, bicycling, vanpooling, and riding transit. Informs employees about commute alternatives via Blue (intranet) announcements. Administers the Emergency Ride Home program and participates in regional campaigns to promote commute alternatives. Assists employees on resources for ride matching, carpools, and other alternate modes of transportation. Participates in the monthly Sacramento Transportation Management Association meetings. Provides information on major transportation issues to management. Attending meetings may require driving a vehicle on public roadways.</p>				
5%	<p>Serves as the coordinator for the Departments Bicycle Commuter Subsidy Program. Responds to inquiries, Bike Subsidy informational requests. Verifies CalATER Transit Claims to be compliant with the quarterly Bicycle Subsidy eligibility requirements as outlined by the California Human Resources. Responsible for department employee announcements for quarterly deadlines on DWR's Blue intranet website.</p>				
5%	<p>Create Bike Share Program campaigns and to promote employee wellness and provide alternate options to travel to nearby meetings and run personal errands. Monitors and analyzes monthly, quarterly, and annual usage information and reports data to Branch Manager and the Department Sustainability Coordinator.</p>				
5%	<p>Serves as the liaison for the Natural Resources Headquarters Building (NRHQ) and Bateson Building for DWR employee Bike/Scooter Locker Room Matrix requests and managing the department employees' access to the Department of General Services and Facilities and Property Services Section.</p>				
5%	<p>Responsible for maintaining up to date information on incumbents department-wide programs on departmental intranet site Blue, Enterprise Process Guides, and Department Administration Manual. Collaborates with the DWR Blue Team for employee announcements as well as ATM's SharePoint Administrator for promoting department-wide programs as they relate to incumbents' responsibilities.</p>				

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Vacant		TBD	DBS/Admin. and Transportation Management		
Percent of Time	Activity				
5%	<p>Performs research and analyses on special projects/studies as they relate to DBS/DHR. Studies may include, but are not limited to: client surveys, program evaluations and investigations, and policy analysis as they relate to DBS/DHR business practices to ensure quality control of the services being performed for the Department. Special projects/studies may include administration, training, feasibility, safety studies.</p> <p>Serve as backup to other ATM analysts Department-wide programs and responsibilities in their absence.</p> <p>SPECIAL REQUIREMENTS Must possess a valid California Class C Driver's License.</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>SPECIAL PERSONAL CHARACTERISTICS Willingness and ability to accept increasing responsibility; and demonstrated capacity for development.</p> <p>PERSONAL CONTACTS Liaison with program managers, contract coordinators, contractors, outside governmental agencies, contractors/bidders, and the public.</p> <p>KNOWLEDGE, SKILLS AND ABILITIES Knowledge of:</p> <ul style="list-style-type: none">-Analytical and statistical methods-Personal computers and the standard suite of Microsoft Office software programs-General use of printers, copiers, telephones, fax machines, Internet, and electronic mail <p>- Ability to:</p> <ul style="list-style-type: none">- Develop logical conclusions and recommend appropriate action- Originate and develop new solutions- Work cooperatively with others including DWR managers, supervisors and staff and other State department staff- Analyze data and draw sound conclusions- Present ideas and information effectively, both orally and in writing- Juggle multiple priorities, meet short processing time lines when necessary, and handle varying and sometimes large workload volumes.				

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<i>Percent of Time</i>	<i>Activity</i>			
	<p>- Work productively in a demanding environment and deal with challenging customer requirements while maintaining a calm, professional demeanor.</p> <p>Skills to:</p> <ul style="list-style-type: none"> -Interact with various levels of staff and management -Interpret and apply laws, policies and regulations -Speak before groups -Conduct meetings -Explain rules and Departmental policies and procedures to others <p>OTHER RESPONSIBILITIES</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 Cal OES and 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>			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate Governmental Program Analyst		DWR POSITION NUMBER 0610-5393-XXX	SAP POSITION NUMBER 50000710	MCR 1
APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION DBS/Admin. and Transportation Management	
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) Judith McCarty	SUPERVISOR'S CLASSIFICATION Staff Services Manager I	
APPROVED BY (Personnel Analyst's Name) Jordan McDermott			DATE 9/23/25	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under direction of the Staff Services Manager I of the Administration and Transportation Management branch, the incumbent acts as the Human Resources Analyst for the Division of Business Services and Division Human Resources (DBS/DHR) responsible for performing the more difficult and complex analytical assignments in the areas of human resources, program control, contracting, commuter transit program, mobile equipment, and special assignments.			
	ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with all levels of staff, and maintain regular, consistent, and predictable attendance. This is a highly visible position responsible for sensitive, confidential, and sometimes controversial employee issues or policy matters; requires a high degree of initiative and independent judgment in regularly performing the more difficult duties, meeting deadlines, as well as the ability to maintain confidentiality as it relates to employer-employee relations matters in the duties assigned. The specific essential duties are:			
35%	Performs various Human Resources (HR) functions as the HR Assistant for DBS and DHR which includes maintain and monitor HR information within SAP; review and provide recommendations on personnel action requests; prepare documents and justifications for reclassification needs; and assist in recruitment activities. Provides guidance and recommendations to supervisors and managers regarding the HR processes and prepare related documents as necessary. Participate on interview panels for various clerical and analytical positions within DBS and DHR. Reviews work flows, streamlines processes, and reviews classification allocations/levels and provides recommendations to reclassify when appropriate. May participate in pilot exercises and assists with implantation of new DHR processes as it relates to HR administration functions.			
15%	Responsible for managing ATM's SharePoint recruitment site content folder for the DBS/DHR. Incumbent is responsible for the preparation of recruitment material audit files to be submitted to DHR utilizing the standard naming conventions. Conducts monthly reconciliation on all recruitment materials for Department compliance on all personnel actions pertaining to			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Judith McCarty		SUPERVISOR'S SIGNATURE ➤		DATE
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Associate Governmental Program Analyst		0610-5393-XXX	50000710	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
VACANT		TBD	DBS/Admin. and Transportation Management	
Percent of Time	Activity			
	recruitments. Reconciles DBS/DHR organizational charts monthly, email distribution groups, and ensures all current DWR 525 Duty Statements, both working and signed are in SharePoint. Manages and maintains DBS/DHR Personnel Tracking log on a flow basis			
10%	Oversees the management of DWR Commuter Subsidy Program, databases and records of DWR employees. Prepares monthly sales periods and reconciliation of the DWR corporate Connect Card monthly invoice packet for management approval and payment requests. Responds to inquiries from users by providing written and/or oral responses. Maintains active enrollments for DWR 4216a and subsidy eligibility. Reconciles databases to separation reports and keeps accurate records of employee eligibility and enrollment. Serves as back up for monitoring commuter emails for enrollment requests; Develops and updates policies and procedures for the DWR Commuter Program and Connect Card. Monitors and processes the travel expense claims for bicycle, commuter, and van pool recipients that includes verification of monthly subsidy amounts, ensures accuracy of forms, records information in tracking system, and obtains approvals.			
10%	Serve as the Employee Transportation Coordinator for the Department and assists with issues relating to carpooling, bicycling, vanpooling, and riding transit. Informs employees about commute alternatives via Blue (intranet) announcements, DWR email, and 7th floor reception areas. Administers the Emergency Ride Home program and participates in regional campaigns to promote commute alternatives. Assists employees on resources for ride matching, carpools, and other alternate modes of transportation. Participates in the monthly Sacramento Transportation Management Association meetings. Provides information on major transportation issues to management. Attending meetings may require driving a vehicle on public roadways. Provides information on major transportation issues to management.			
5%	Serves as the coordinator for the Departments Bicycle Commuter Subsidy Program. Responds to inquiries, Bike Subsidy informational requests. Verifies CalATER Transit Claims to be compliant with the quarterly Bicycle Subsidy eligibility requirements as outlined by the California Human Resources. Responsible for department employee announcements for quarterly deadlines on DWR's Blue intranet website.			
5%	Create Bike Share Program campaigns and to promote employee wellness and provide alternate options to travel to nearby meetings and run personal errands. Monitors and analyzes monthly, quarterly, and annual usage information and reports data to Branch Manager and the Department Sustainability Coordinator. Processes and reconciles bike share program enrollments/members.			
5%	Serves as the liaison with DWR's Sustainability Coordinator on special studies and reporting and participates as they pertain to alternative transportation.			
5%	Serves as the liaison for the Natural Resources Headquarters Building (NRHQ) and Bateson Building for DWR employee Bike/Scooter Locker Room Matrix requests and managing the department employees' access to the Department of General Services and Facilities and Property Services Section.			

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APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION DBS/Admin. and Transportation Management	
<i>Percent of Time</i>	<i>Activity</i>			
5%	<p>Performs various complex and difficult research and analysis on special projects/studies as they relate to DBS & DHR. Studies may include, but are not limited to, client surveys, program evaluation/investigation, and policy analysis as they relate to DBS & DHR business practices to ensure quality control of the services being performed for the Department. Special projects/studies may also include administration, feasibility, and safety studies.</p>			
5%	<p>May serve as back up to other ATM analysts in their absence: Such as DBS and DHR needs for ATM's responsibilities to department-wide programs, program needs, or administrative duties necessary to meet deadlines and maintain high level of customer service. May be delegated to act for the SSM I in their absence.</p> <p>OTHER RESPONSIBILITIES</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 Cal EMA and 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> <p>SPECIAL REQUIREMENTS</p> <p>Must possess a valid California Class C Driver's License.</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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APPOINTEE VACANT		SAP PERSONNEL NO. TBD	DIVISION/SECTION DBS/Admin. and Transportation Management	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> -Analytical and statistical methods -Personal computers and Microsoft Office software programs (Word, Excel, Access, and Vision <p>Skills to:</p> <ul style="list-style-type: none"> -Interact with various levels of staff and management -Interpret and apply laws, policies, and regulations -Speak before groups and conduct meetings -Explain rules and Departmental policies and procedures to others <p>Ability to:</p> <ul style="list-style-type: none"> -Develop logical conclusions, analyze data, and recommend appropriate action -Originate and develop new solutions -Work cooperatively with others -Present ideas and information effectively, both orally and in writing -Juggle multiple priorities, meet short processing timelines when necessary, and handle varying and sometimes large workload volumes. -Work productively in a demanding environment and deal with challenging customer requirements while maintaining a calm, professional demeanor. 			