

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Staff Service Analyst</b>		DWR POSITION NUMBER <b>0375-5157-002</b>	SAP POSITION NUMBER <b>50000206</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>DISE/Bryte Chemical Laboratory</b>	
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: <b>01</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Christopher Ryan</b>	SUPERVISOR'S CLASSIFICATION <b>EPM I</b>	
APPROVED BY (Personnel Analyst's Name) <b>Jennifer Greathouse</b>			DATE <b>10-2-25</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>40%</b>	<p><b>POSITION SUMMARY</b> Under the direction of the Laboratory Director, the incumbent will serve as a Procurement Analyst for the Division of Integrated Science and Engineering (DISE), with emphasis on the Bryte Chemical Laboratory. This position requires the incumbent perform analytical functions relating to procurement of technical and specialized materials, equipment, contract services and parts used for the operation and maintenance of the Lab. Must have a thorough working knowledge of State and Departmental contract and purchasing rules and regulations.</p> <p><b>ESSENTIAL FUNCTIONS</b> This position requires that the incumbent work cooperatively with all levels of staff, and maintain regular, consistent, and predictable attendance, and exercise good judgment. The incumbent must be able to make sound decisions; take independent action; reason logically and creatively; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise management about areas within areas of responsibility. In addition, the incumbent must be able to formulate procedures and correspondence as required to accomplish assigned tasks; represent the Division in meetings and on committees in areas of responsibility. The specific essential duties are:</p> <p>Under the guidance of the Lead Procurement Analyst, the incumbent will serve as the primary Procurement Analyst for the Bryte Chemical Laboratory. Using the Procurement Tracking System to track all purchases, investigates sources of supplies, contacts vendors, and secures bids, concentrating on small and minority owned businesses; prepares specifications for equipment, materials and supplies, interviews suppliers regarding product availability, quality control and expedites service when necessary. Prepares estimates, obtains price quotes, analyzes and comparing bids. Uses SAP software to create Purchase Requisitions, obtain signature authority and transmit to Procurement Office to obtain Purchase Orders (PO's) for the suppliers. Coordinates with DWR buyers and Lab end users to ensure efficiency. Acts as liaison with the Department's Accounting Office to facilitate payment of invoices. Collaborates with fellow DISE Procurement Analysts to ensure operational efficiency and continuity of work across the Division.</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Christopher Ryan</b>		SUPERVISOR'S SIGNATURE ➤		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) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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Vacant			DISE/Bryte Chemical Laboratory		
Percent of Time	Activity				
20%	Serves as the Contract Analyst for the Lab, using analytical skills to help develop State contracts, Invitations For Bids, and Requests For Proposals, and ensure compliance with State procurement guidelines. Prepares agreements, service authorizations, and inter-agency agreements, ensuring adherence to applicable laws and regulations. Performs quality assurance and control (QA/QC) of vendor invoices to ensure accuracy and contract compliance, then forwards them to the Contract Analyst for payment processing. Tracks contract expenditures, enters approved invoices into SAP, and maintains detailed records and reports.				
20%	Independently manages the receiving, warehousing, and distribution of commodities (equipment, materials, supplies) and IT goods for the Bryte Lab. Responsibilities include verifying and processing incoming goods, using SAP to post Goods Receipts, manage inventory reservations, and ensure conformance to specifications. Coordinates deliveries with staff and suppliers, resolves discrepancies by analyzing issues, negotiating returns or change orders, and initiating necessary documentation. Also recommends policies related to receiving operations.				
10%	Assist the DISE CalCard Coordinator with reviewing monthly packages for the Division. Verifies all supporting documents are provided and are uploaded to the package. Researches problems and assist in the process to resolve disputes and to correct errors of Cal-Card purchases. Ensures compliance with Lab purchases.				
5%	Responsible for conducting special projects and studies related to laboratory procurement and contracting functions, with an emphasis on research and data analysis. Duties include analyzing subcontracting expenditures to identify the types of work being outsourced, determining which groups are utilizing subcontracts, when they are being used, and for what purposes. Also responsible for assessing overall spending trends by collecting and analyzing procurement data to support strategic decision-making.				
5%	Other duties as assigned: Provide analytical support appropriate to the classification of SSA at the discretion of management for other administrative areas as needed.				
	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.				
	SPECIAL REQUIREMENTS				
	Must possess a thorough understanding and working knowledge of Section 3500 of the State Administrative Manual, State Contracting Manual, and relevant sections of the Department Administrative Manual, Government Code, and business law. Must be familiar with and apply requirements of the Small Business and Disabled Veteran Business Enterprise Program to all procurements and must understand procurement payment options and industry practices. Successful completion of the Cal-PCA Basic Acquisition Certificate Program will be required. May be required to work extended hours on occasion to meet project deadlines which includes nights or weekends.				

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<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>- develop logical conclusions and recommend appropriate action</li> <li>- originate and develop new solutions</li> <li>- work cooperatively with others including DWR managers, supervisors, staff, and vendors</li> <li>- have willingness to assume responsibility</li> <li>- inspire confidence and trust</li> <li>- apply Completed Staff Work methodology to all tasks assigned</li> <li>- read, understand, and follow written instructions and procedures</li> <li>- analyze data and draw sound conclusions</li> <li>- present ideas and information effectively both orally and in writing</li> <li>- apply Departmental and State procurement policies and procedures.</li> </ul> <p><b>Skills to:</b></p> <ul style="list-style-type: none"> <li>- interact with various levels of staff and management in a professional and courteous manner</li> <li>- interpret and apply procurement and contracting statutes and codes such as Public Contract Code and Government Code, and State administrative processes and policies such as the found in the State Administrative Manual, State Contract Manual</li> <li>- speak before groups for the purpose of providing information</li> <li>- conduct meetings</li> <li>- explain rules and Departmental procedures and policies to others</li> </ul> <p><b>*The Department of Water Resources uses the enterprise system SAP—Systems, Applications and Products in Data Processing—that electronically integrates all areas of the organization such as financials, human resources, purchasing/contracting, inventory/warehousing, etc.</b></p>			