

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Staff Services Analyst		DWR POSITION NUMBER 2011-5157-900	SAP POSITION NUMBER 50103954	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/ADM-AFM/HQ ASB/PO Admin & EE Support	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input checked="" type="checkbox"/> R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Selena Spencer (OOC)	SUPERVISOR'S CLASSIFICATION Administrative Officer II, RA	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 11/24/25	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY Under the supervision of Manager, Power Operations (PO) Administrative & Employee Support Section, the incumbent will be responsible for performing a wide variety of analytical duties compiling, tracking, reconciling, analyzing, and reporting on the department's mobile equipment operations and other administrative tasks. The incumbent will be responsible for analyzing and compiling programmatic quarterly, biannual and annual reports required by other State Agencies. Performs periodic audits and reports on fleet data. This position will work closely with the Administrative Support and Fleet Management Branches.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others; maintain regular, consistent, and predictable attendance; exercise sound judgment and initiative, utilize high organizational skills, and have knowledge of analysis and research tools, preparation of spreadsheets and database tracking tools. Demonstrates the ability to work independently on routine tasks with minimal supervision; provide excellent customer service; utilizes a variety of analytical techniques to help identify and support governmental and managerial problems. Must have the technical knowledge to utilize various SAP modules associated with the Departments mobile equipment assets; develop and implement methods to monitor the Department's fleet activities utilizing SAP and Excel spreadsheets; communicate with and assist all Divisions in making recommendations based on budgeting forecasts for future equipment purchases; analyze data and present ideas and information effectively, both verbally and in writing. The specific duties but not limited to are:</p> <p>Analyze and Audit Mileage Records – Collect, analyze and verify all Department of Water Resources' (DWR) vehicle mileage records for accuracy and compliance with established policies and procedures. Verifies timely entry of mileage data into SAP and maintains accurate records in the internal database. Assist in identifying discrepancies and provide findings to appropriate staff for review this includes creating reports or other charts.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Selena Spencer (OOC)		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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<i>Percent of Time</i>	<i>Activity</i>		
25%	<p>Prepare Monthly Usage Reports - Compile data from vehicle mileage logs to generate monthly usage reports. Analyze usage trends and discrepancies, create and prepare usage summaries for review by the Manager, Fleet Management Branch and distribute to DWR Division Managers. Maintain historical vehicle usage files as required by State mandate. Assist with Geotabs which include logging, tracking, monitoring, and providing reports as needed.</p>		
15%	<p>Coordinate and monitor O&M's Vehicle Home Storage Permit Packages (VHSP) – Review, compile, and ensure timely processing of home storage permit packages to DWR's Division of Business Services. Ensure all documentation is complete and compliant with departmental guidelines by performing a thorough review of all documents. Stay up to date on all relevant policies and procedures. Monitor usage reports and report discrepancies to AFM Manager.</p>		
10%	<p>Serve as Vehicle Coordinator for the O&M Headquarters AFM - Act as the primary point of contact for vehicle-related inquiries. Assist in scheduling vehicle maintenance, inspections, and repairs as needed. Process and provide weekly reports to management on training compliance. May present information to management by using visual aids such as graphs or charts. This will require traveling in a vehicle on public roadways or on uneven terrain throughout the State to various mobile equipment shops.</p>		
10%	<p>Provide Customer Service - Respond promptly to inquiries and requests from DWR management and staff regarding vehicle usage, policies, and reporting; offer guidance and support to ensure compliance with vehicle usage regulations. This position may require interacting with external vendors or others during the course of work.</p>		
	<p>KNOWLEDGE, SKILLS, AND ABILITIES Strong verbal and written communication skills; manage and resolve conflicts and urgent situations; act independently; and maintain a high level of professional and technical expertise. Must work well with varied personalities, deal effectively with the public, and demonstrate adaptability to work priority changes based on operational need. Ability to respond quickly and accurately to requests for information from management. Interact with various levels of DWR staff and other State agency representatives such as: Air Resources Board, Department of General Services and Department of Consumer Affairs (BAR).</p>		
	<p>SPECIAL REQUIREMENTS Must be available to work outside normal business hours, including overnight travel. Travel throughout the State is required to provide training and to assist all Mobile Equipment Shops with the Plant Maintenance Module in SAP. Employee is required to successfully complete all safety training related to the functions of the job. 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>		

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<i>Percent of Time</i>	<i>Activity</i>		
	<p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular and consistent attendance is essential to the successful performance in this position.</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 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>		

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CLASSIFICATION Associate Governmental Program Analyst		DWR POSITION NUMBER 2011-5393-900	SAP POSITION NUMBER 50103954	MCR 1
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RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Selena Spencer (OOC)	SUPERVISOR'S CLASSIFICATION Administrative Officer II, RA	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 11/24/25	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY Under the supervision of the Manager, Power Operations (PO) Administrative & Employee Support Section, the incumbent will be responsible for performing a wide variety of difficult and complex analytical duties for compiling, tracking, reconciling, analyzing, and reporting on the department's mobile equipment operations and other administrative tasks. Performs analysis and compiles programmatic quarterly, biannual and annual reports required by other State Agencies. Performs periodic audits and reports on fleet data. This position will work closely with the Administrative Support and Fleet Management Branches.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with others; maintain regular, consistent, and predictable attendance; exercise sound judgment and initiative, utilize high organizational skills, and have knowledge of analysis and research tools, preparation of spreadsheets and database tracking tools. Demonstrates the ability to work with minimal supervision; provide excellent customer service; utilizes a wide variety of analytical techniques to help resolve complex governmental and managerial problems. Must have the technical knowledge to utilize various SAP modules associated with the Departments mobile equipment assets; develop and implement methods to monitor the Department's fleet activities utilizing SAP and Excel spreadsheets; communicate with and assist all Divisions in making recommendations based on budgeting forecasts for future equipment purchases; analyze data and present ideas and information effectively, both verbally and in writing. The specific duties but not limited to are:</p> <p>Analyze and Audit Mileage Records – Independently perform complex analysis, auditing, and oversight of all Department of Water Resources' (DWR) vehicle mileage records for accuracy and compliance with established policies and procedures. Verifies timely entry of mileage data into SAP and maintains accurate records in the internal database. Design tools to improve tracking and analysis of vehicle metrics. Identify discrepancies and prepare detailed reports, and charts to present to management, supporting strategic decisions and operational efficiency improvements.</p>			
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<i>Percent of Time</i>	<i>Activity</i>		
25%	<p>Prepare Monthly Usage Reports - Compile data from vehicle mileage logs to generate monthly usage reports. Identify and interpret usage trends and discrepancies, create and prepare usage summaries for review by the Manager, Fleet Management Branch and distribute to DWR Division Managers. Maintain historical vehicle usage files as required by State mandate. Provide subject-matter expertise in the use of Geotab telematics systems, including logging, monitoring, and extracting relevant vehicle tracking data.</p>		
15%	<p>Coordinate and oversee O&M's Vehicle Home Storage Permit Packages (VHSP) – Review, compile, and ensure timely processing of home storage permit packages to DWR's Division of Business Services. Perform detailed reviews of all VHSP documentation to verify adherence to state regulations and departmental guidelines. Maintain current knowledge of all relevant policies and procedures. Monitor usage reports to validate approved home storage and report discrepancies to AFM Manager.</p>		
10%	<p>Serve as Vehicle Coordinator for the O&M Headquarters AFM - Act as the primary point of contact for vehicle-related inquiries. Assist in scheduling vehicle maintenance, inspections, and repairs as needed. Compile and analyze weekly training compliance data to provide to management. Present information to management by using visual aids such as graphs or charts. This will require traveling in a vehicle on public roadways or on uneven terrain throughout the State to various mobile equipment shops.</p>		
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