

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst I		DWR POSITION NUMBER 3110-5157-XXX	SAP POSITION NUMBER 50001218	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/ASB/A&E Contracts Section	
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) Jessica Rahbar	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 12/30/2025	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY Under the direction of the Architectural and Engineering (A&E) Contract Section Staff Services Manager (SSM) I within the Administrative Services Branch (ASB), the incumbent will work within a matrixed team performing the more responsible, varied, and technical and analytical contracting and coordination of public works construction contracts to maintain the State Water Project (SWP).</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with and take direction from a matrixed team within the Public Works Contracting Branch; maintain consistent, regular, and predictable attendance; communicate effectively both orally and in writing; establish and maintain the confidence and cooperation of others; use good judgment and tact; and maintain confidentiality. Ensures that supervisory and matrixed chain is kept up to date of relevant information and notified of issues that may arise. The specific duties are:</p> <p>Research, analyze, and coordinate the development of public works construction contracts, including pre-construction services for Collaborative Delivery Section, of average complexity, from initiation through advertisement, bid opening, award, and execution. Complete less complex contract assignments covering a varied range of requirements and difficulty, including but not limited to consultation to help recommend goals and incentives for Small Business (SB) and Disabled Veterans Business Enterprises (DVBE), in compliance with department, state, and federal policies and procedures. Prepare reporting of SB/DVBE usage on a quarterly basis, contractor outreach, pre-bid meetings, and job walks. Review, analyze, and route contract documents and provide an analytical review for accuracy, completeness, and adherence to contracting laws, rules, and procedures. Analyze compliance needs for Department of Industrial Relations (DIR) contract requirements, including reporting, attending training, and monitoring changes as needed. Maintain ongoing communication of different stages/timeframes reporting on any issues through correspondence with DWR contract managers and DWR ASB A&E, Business Management, and Accounts Payable personnel. Attend and participate in meetings with DWR and consultant and contractor personnel providing updates to SSM I and matrixed chain of command.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jessica Rahbar		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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Analyst I		3110-5157-XXX	50001218	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
Vacant		TBD	DOE/ASB/A&E Contracts Section	
Percent of Time	Activity			
25%	As a liaison for the Public Works Contracting consult with other analysts within DOE, including A&E contract analysts, Business Management analysts, Program Control analysts, Accounts Payable analysts, and administrative support staff, to develop project requirements, projected expenditures, work scope, staff resourcing, and task objectives for construction contracts. Determine and recommend appropriate solicitation methods. Make recommendations based on consultation with DWR Legal and/or research of current Department rules and regulations and State Contracting Manual and Government Codes. Prepare initial contract documents of average complexity and review for completeness, accuracy and technical soundness in order to ensure they are clear, concise, consistent, correct and in accordance with appropriate State and DWR requirements. Schedule and facilitate pre-solicitation conference (if applicable) or assist during question-and-answer response period and distributes solicitation packages to applicants. Prepare and advertise solicitation packages such as Request for Qualifications, Request for Proposals, and Small Business/DVBE Option. Collect Statement of Qualifications (SOQ) and review for responsiveness. Prepare final contract packages for review and signatures, and complete final distribution of all contract documents once executed. These duties may require driving a vehicle on public roadways to attend meetings and contract-related events. Confirm the availability of selected SOQ review and selection committee members and schedules the interview location and times.			
20%	Specific to Collaborative Delivery pre-construction services contract, responsible for maintaining accurate and timely (real time entry) spreadsheet of invoices and monitor and ensure that invoices do not exceed contract amount; ensures that spreadsheets are maintained on a shared file accessible to the CM and is responsible for notifying CM that spreadsheet is available for review after payment; the analyst should remind CM to check to ensure that encumbrances and total service order amounts stay within contract limit. In maintaining spreadsheets, in calculating prompt payment, in identifying retention amounts must be able to perform mathematical functions such as multiplication, percentages, and straight-line projections using Excel; responsible for creation of formulas within Excel. May be requested to provide analysis of various spreadsheets regarding a variety of contract invoice issues and be able to assess and provide suggestions for resolution or interpretation of data. May be required to create electronic and written reports of findings. Uses the database or shared drive to research specifics of each invoice. May be asked to provide reports of invoice payments and contract expenditures to Division staff and management. Track contract terms, limits, expiration dates, and project dates for new contracts and/or contract amendment renewals. Provide notice to alert CM when Service Orders are set to expire and if the budgeted contract amounts are close to being expended. Responsible for coordination with CM regarding meeting California Prompt Payment Act terms (Net 45 calendar days from receipt of invoice unless negotiated differently within contract).			

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<i>Percent of Time</i>	<i>Activity</i>			
10%	<p>Stay apprised of new or updated laws, regulations, policies and procedures regarding the State's contracting process. With assistance from the Section manager draft internal policies and procedures for managements review and implementation to facilitate and improve processes. Attend training as necessary. Complete special projects and assignments which involve identifying issues, alternative solutions, and recommending improvements. Collect and consolidate information from contract managers in order to develop various reports such as Form 700 consultant reports submitted to DWR Assistant Filing Officer, workload activity reports, and status reports. Conduct or support related research and reports as needed.</p> <p>OTHER RESPONSIBILITES</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 CalOES 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, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</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>DIVERSITY, EQUITY AND INCLUSION</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>SPECIAL REQUIREMENTS</p> <p>Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips.</p>			