

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Analyst II</b>		DWR POSITION NUMBER <b>0100-5393-xxx</b>	SAP POSITION NUMBER <b>50001355</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>Executive/AESO/Administration &amp; Director's Unit</b>	
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"/> <b>R01</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Cynthia Mulvany</b>	SUPERVISOR'S CLASSIFICATION <b>Supervisor I</b>	
APPROVED BY (Personnel Analyst's Name) <b>Nicholas Miskovich</b>			DATE <b>2/12/2026</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>45%</b>	<p><b>POSITION SUMMARY:</b></p> <p>Under the direction of the Supervisor I, the incumbent performs a wide variety of difficult and complex analytical and administrative assignments for the Executive Division and Executive Division Offices, such as, personnel administration, management analysis, SAP human resources transactions, and other related work.</p> <p><b>ESSENTIAL FUNCTIONS:</b></p> <p>This position requires the incumbent to work independently and cooperatively with DWR managers, supervisors, and analysts; possess excellent analytical and writing skills; consult with and advise management and staff on a wide variety of subject matters; develop and evaluate alternatives, formulate procedures and control methods; maintain and apply knowledge of Departmental and State policies and procedures; maintain regular, consistent, predictable attendance; excellent customer service; and exercise good judgment; experience with Microsoft Office Word, Excel, and Outlook. The specific essential duties are, but are not limited to, the following:</p> <p>Serve as Human Resources (HR) Assistant for the Executive Division. Consult with and make recommendations to management and staff regarding complex personnel administration activities. Prepare personnel action requests required to establish new positions, reclassify positions, and determine the impact of proposed reorganizations. Independently review and/or prepare duty statements, corresponding classification specifications, justifications, hire-above-minimum requests, out of class and acting assignments requests, and directed reassignments. Provide guidance to managers and supervisors on various recruitment and hiring procedures, including determining candidate eligibility, participating in the Division's interview panels, and using appropriate hiring techniques to ensure conformance with Civil Service regulations and affirmative action policies and procedures. Actively participate in the hiring process; analyze applications, set up interviews, prepare questions, chair interview panels, and make recommendations.</p>			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>Cynthia Mulvany</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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<b>Analyst II</b>	<b>0100-5393-xxx</b>	<b>50001355</b>	<b>1</b>
APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION	
<b>Vacant</b>	<b>TBD</b>	<b>Executive/AESO/Administration &amp; Director's Unit</b>	
<i>Percent of Time</i>	<i>Activity</i>		
<b>45%</b>	<p><b>Analyze, interpret, and explain applicable Civil Service laws, rules, and procedures to Division management and staff. Process and maintain all documents, including those related to new hires, separations, and dismissals. Ensure that all Executive Division personnel documentation is collected and maintained per direction for the Division of Human Resources. Develop and maintain the Division's organization charts using Visio.</b></p> <p><b>Independently conduct detailed research to gather and analyze pertinent data necessary for the development and production of complex assignments or special Human Resources projects as assigned by the Manager of the Administrative and Executive Services Office, the Directorate of the Department of Water Resources, and the California Natural Resources Agency. Participate in the development of Concept Papers and Budget Change Proposals by providing expertise in position management, duty statement development, and labor costs. Coordinate the development of Division reorganizations with Management Analysis, the Division of Human Resources, and the Budget Branch. Prepare necessary reorganization documents and process SAP transactions to move employees when necessary. Participate in the review and monitoring of Executive Division vacancy reports to ensure vacancy information is accurate. Resolve blanket position and position management discrepancies. Access, monitor, and update confidential employee information, such as personnel transactions, range changes, probation dates, and objects on loan.</b></p>		
<b>10%</b>	<p><b>Prepare reports and correspondence to convey findings from analyses or to provide information related to assigned tasks. Represent the Office in meetings and on committees to provide or convey information in areas of responsibility. Function as Office liaison with Department Divisions/Offices. Undertake special, sensitive and/or confidential assignments as directed.</b></p> <p><b>OTHER RESPONSIBILITIES</b></p> <p><b>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, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</b></p>		

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APPOINTEE <b>Vacant</b>	SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>Executive/AESO/Administration &amp; Director's Unit</b>	
<i>Percent of Time</i>	<i>Activity</i>		
	<p><b>SPECIAL REQUIREMENTS</b></p> <p><b>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.</b></p> <p><b>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.</b></p>		

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COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> 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 <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Cynthia Mulvany</b>	SUPERVISOR'S CLASSIFICATION <b>Supervisor I</b>	
APPROVED BY (Personnel Analyst's Name) <b>Nicholas Miskovich</b>			DATE <b>2/12/2026</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>45%</b>	<p><b>POSITION SUMMARY:</b> Under the supervision of the Supervisor I, the incumbent performs a wide variety of analytical and administrative assignments for the Executive Division and Executive Division Offices, such as, personnel administration, management analysis, SAP human resources transactions, and other related work.</p> <p><b>ESSENTIAL FUNCTIONS:</b> This position requires the incumbent to work independently and cooperatively with DWR managers, supervisors, and analysts; possess excellent analytical and writing skills; consult with and advise management and staff on a wide variety of subject matters; develop and evaluate alternatives, formulate procedures and control methods; maintain and apply knowledge of Departmental and State policies and procedures; maintain regular, consistent, predictable attendance; excellent customer service; and exercise good judgment; experience with Microsoft Office Word, Excel, and Outlook. The specific essential function include, but are not limited to, the following:</p> <p>Serve as a Human Resources (HR) Assistant for the Executive Division. Prepare personnel action requests required to backfill positions. Review duty statements, corresponding classification specifications, justifications, and hire-above-minimum requests. Prepare and submit advertisements for all recruitments using CalHR's Exam and Certification Online System (ECOS). Provide guidance to managers and supervisors on various recruitment and hiring procedures, including determining candidate eligibility, participating in the Division's interview panels, and using appropriate hiring techniques to ensure conformance with Civil Service regulations and affirmative action policies and procedures. Actively participate in the hiring process; analyze applications, set up interviews, review questions, and make recommendations. Analyze, interpret, and explain applicable Civil Service laws, rules, and procedures to Division management and staff. Maintain the Division's organization charts using Visio.</p>			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>Cynthia Mulvany</b>		SUPERVISOR'S SIGNATURE ➤		DATE
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<i>Percent of Time</i>	<i>Activity</i>		
<b>35%</b>	<p><b>Process and maintain HR documents, including those related to new hires, separations, and retirements. Ensure that all Executive Division personnel documentation is collected and maintained according to direction from the Division of Human Resources (DHR). Respond to payroll and benefits inquiries from Executive Division employees and/or act as liaison to DHR Personnel Specialists. Prepare necessary reorganization documents and process SAP transactions to move employees when necessary. Participate in the review and monitoring of Executive Division vacancy reports to ensure vacancy information is accurate. Access and update confidential employee information, such as personnel transactions, range changes, probation dates, and objects on loan. Monitor and maintain Executive employee master data in SAP.</b></p>		
<b>10%</b>	<p><b>Research, gather, and analyze pertinent data necessary for HR projects as assigned by the Manager of the Administrative and Executive Services Office.</b></p>		
<b>10%</b>	<p><b>Undertake special, sensitive, and/or confidential assignments as directed.</b></p>		
	<p><b>OTHER RESPONSIBILITIES</b>  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, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p>		
	<p><b>SPECIAL REQUIREMENTS</b>  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>		