

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst I		DWR POSITION NUMBER 3110-5157-900	SAP POSITION NUMBER 50068902	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/ASB/Business Management	
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: R01	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Jennifer Maldonado	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 3-10-26	
<i>Percent of Time</i>	<i>Activity</i>			
25%	<p>POSITION SUMMARY Under direct supervision of the Supervisor I (SI), the incumbent performs a variety of business management related services of average difficulty for the Division of Engineering (DOE). Specifically, the incumbent will provide administrative support in areas of facilities management, mobile equipment management, telecom, inventory management and invoicing.</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent work effectively and cooperatively with others, including the public and other governmental agencies; develop and maintain permanent records for all work completed, and maintain consistent and regular attendance. The specific essential duties are:</p> <p>Provide DOE facility management support services for existing DOE facility locations as well as coordinate DOE's minor facility relocations and assist in DOE's major facility relocations.</p> <p>Coordinate temporary space during office remodels, prepare floor plans and furniture placement for SI review, and prepare appropriate documents to order furniture. Maintain knowledge of the standards and requirements of the Americans with Disabilities Act (ADA) and reasonable accommodation needs. Research the types and models of furniture, evaluate alternatives, compare features and cost between various types and models and make recommendations to SI. Coordinate the removal of surplus furniture and equipment. Assist in the management of effective space utilization, assess availability of existing space, review requests for additional space or modifications, and make recommendations to SI on assignment of space.</p> <p>Collect information and identify minor facility relocation needs by researching relocation alternatives, assisting the development of research papers, developing relocation plans and schedules, and assisting with the complete establishment of facilities. Evaluate potential sites to determine if sites will meet program needs. Analyze, develop, and coordinate preparation and documentation for office space needs and allocation.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Jennifer Maldonado		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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20%	<p>Conduct office/cubicle space and storage analysis as required by the Department. Process all Building Service Requests. Act as liaison with Telecommunications, Support Services, and Building Manager's offices to facilitate requested services. Maintain files and logs of Building Service Request forms and files related to leased facilities. In collaboration with SI or BMS facility lead, meet with DWR Facilities team to coordinate swing space, temporary, and/or long-term moves.</p> <p>Assist BMS facility lead and SI with major facility relocations including researching alternatives, supporting the development of white papers and reports, and providing recommendations. Gather any necessary budget information regarding facility relocation requests, assist the surveying of DOE supervisors and managers, coordinate with DOE's Architectural Section on specifications and plans, and analyze location, space, equipment, and schedule needs. May need to travel on public roads utilizing personal or State vehicles for space coordination and field office establishment.</p> <p>Assist Division's Mobile Equipment Coordinator by gathering, analyzing, and researching data from the Division's branch offices to prepare a monthly vehicle report. Ensure all vehicle mileage and odometer readings are entered in SAP by division vehicle coordinators prior to the 5th of each month. Identify vehicles to be replaced and make recommendations to management on replacement schedule. Disseminate MEO updates to unit vehicle coordinators. Research mobile equipment related issues for Division staff using Department vehicles. Prepare monthly vehicle usage report, maintain Division vehicle database, and analyze data to identify underused vehicles and prepare recommendations to increase usage. Draft responses for DGS equipment surveys and defend responses to maintain Division's vehicle pool. Monitor the Division's vehicle SharePoint site to assist in maintaining accurate and up-to-date information. Review and analyze WEX fuel transactions on a monthly basis to ensure appropriate use of WEX cards. Compare expenditures with SAP reports to identify and report anomalies to management. Requests new employee PIN numbers for WEX cards as requested and maintain Division's confidential listing. Track FasTrak responders, reconcile FasTrak list with Division vehicle listings, monitor usage and ensure sufficient fundings are in account (May require cash in advance to updated account funds). Assist in drafting annual mobile equipment budget and monitoring the budget on a quarterly basis. Serves as Division liaison with the Mobile Equipment Office (MEO) and the Fleet Management Office (FMO) to coordinate the purchase of vehicles and other mobile equipment related issues.</p> <p>Provide quarterly reports to SI identifying vehicle usage, budget expenditures, and recommendations for vehicle replacement. Assist with the preparation of the following Division's annual mandated reports for outside agencies related to vehicles; such as usage reports, smog certification reports, mobile equipment inventory reports, fleet asset management plans, home storage permit reports, and any other reports required by the Department of General Services (DGS) or Department management. Supports such annual report preparation by gathering, researching, and analyzing data from the Division to accurately establish and maintain a tracking spreadsheet/database of the Division's vehicle/mobile equipment. Work cooperatively with the Division's offices to compile and maintain such data.</p>		

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20%	<p>Run monthly vehicle reports, coordinate with section Equipment Coordinators, and provide Division of Business Services, and SI with vehicle information as needed. Facilitate vehicle repairs, upgrades and accessories with Equipment Coordinators, Division of Fleet Management, and outside vendors if necessary.</p> <p>Responsible for the processing of assigned DOE non-Architectural & Engineering contract invoices by performing an analytical review to determine if charges are in line with rates and terms of the subject contract. Ensure such invoices are processed timely in conformance with the Prompt Payment Act. As a part of invoice review, confirm the number of hours charged are appropriate given deliverable status and time frame for charges fits within duration stated in the contract. In addition, coordinate the resolution of invoice conflicts, errors and any corrections needed, with Contractor's representative and recommend approval or denial of payment of invoice to contract manager (CM). Work with CM to ensure that official disputes are handled timely and coordinate notification of disputes with contractor and DWR Fiscal. When invoices have been approved by the CM, create service entry sheets in SAP and forward to DWR Fiscal for further processing. Communicate to SMMI and applicable contract manager of any anticipated delinquent invoices. Expedite invoice processing as necessary to ensure invoices are paid timely (within the 45-day time period). Communicate and follow-up with relevant invoice processing partners, including contract managers, program managers, DWR Fiscal partners, etc. to ensure invoices are paid in conformance with the 45-day time period. Maintain files of all invoices with spreadsheets to monitor and ensure that invoices do not exceed contract amount. Notify CM when amount invoiced brings total within 20% of contract total. Perform basic to somewhat complex mathematical functions such as multiplication, percentages, and straight-line projections using Excel. May be required to create electronic and written reports and findings. Assists with DOE Contract SAP Budgeting and Accounting services as needed.</p>			
15%	<p>Assist the Division's primary Equipment Management and Asset Inventory Facilitator. Review the SAM and DAM guidelines to ensure that the Division's property inventory system is in conformity. Make recommendations to SI regarding the Division's compliance/non-compliance with State and Departmental policies. Support the scheduling, reconciling, and completion of physical inventories of non-expendable property. Support the tracking of equipment purchased by the Division by monitoring its assignment, change of location, and final disposal as surplus equipment. Create and maintain an electronic database/spreadsheet of the Division's property assets such as: Information Technology equipment, copiers, printers, scanners, and plotters. Perform periodic physical inventories and inspections of Division property and investigate discrepancies in inventories and reconcile property records. Prepare, review, and analyze statements of property inventory showing the cost of property by classification. Utilize SAP to prepare, report and track all asset inventory. Determine the condition and recommend proper disposition of equipment requiring repair, salvage, or disposal. Support recycling and surplusing of Division equipment as needed. Processes documentation of received, lost, stolen or surplus equipment/furniture.</p>			

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10%	<p>Coordinate with DOE PRS staff to ensure the update of SAP objects on loan for personal State items assigned to a DOE employee.</p> <p>Coordinate Division telecommunication needs by initiating and/or processing requests for office telephones and data services, including cabling and associated electrical needs. Coordinate with DOE IT and DWR Division of Technology Services regarding the installation, movement, repair, and/or placement of telecommunications equipment including Voice over Internet Protocol (VOIP) phone system, shortwave and mobile radios, cellular phones, and smartphones. Review voice mail applications for approval by Management. Maintain master cellphone and mobile radio list. Draft memorandum to request additional cellular phones when needed. Investigate possible telephone use abuse by reviewing invoices for proper usage noting irregularities. Advise and provide training to field personnel on policy and procedures, as needed.</p>		
5%	<p>Provide training and training support on a variety of business services activities including, facility management processes, telecommunications, SAP and mileage reporting, BMS SharePoint and other related items. Research and gather data to prepare instructional material. Develop processes, procedures, and training aids such as manuals, handouts, PowerPoint presentations, workflow charts, etc. Ensure that instructional materials have been reviewed by peers and the appropriate supervisory chain. Set up meetings and trainings in-person and online. Incumbent should have the ability to clearly communicate information and programs such as utilize SAP, Power Point, Visio, and other presentation software, and knowledge of presentation requirements (video conferencing, MS TEAMS, Skype for Business etc.) sufficient to schedule with appropriate personnel and troubleshoot as needed.</p>		
5%	<p>Provide back up support to other business services staff. Provide quality control (QC) analysis of various reports, presentations, and other working documents for peers, program, project, cost center, Branch management, as well as other managers. Validate if written, numerical, and financial information is accurate. Verify calculations ensuring accuracy in formulas used in Excel or other software packages. If there is an anomaly, incumbent will notify and work with Analysts to identify corrective action. If the error is in information provided by program staff, the incumbent will notify the section manager and assist with clarification and correction including analysis to identify solutions.</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.</p>		

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	<p>These functions are established in the California State Emergency Plan and the Department's Administrative Orders.</p> <p>DIVERSITY, EQUITY AND INCLUSION 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 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> <p>FINANCIAL DISCLOSURE This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st.</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>		