

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Analyst I (Permanent Intermittent)</b>		DWR POSITION NUMBER <b>2310-5157-900</b>	SAP POSITION NUMBER <b>50023007</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO. <b>TBD</b>	DIVISION/SECTION <b>O&amp;M/Delta Field Division/Administration Branch</b>	
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>Loyd Thomas</b>	SUPERVISOR'S CLASSIFICATION <b>Supervisor I</b>	
APPROVED BY (Personnel Analyst's Name) <b>Sydney Mecke</b>			DATE <b>4/27/26</b>	
<i>Percent of Time</i>	<i>Activity</i>			
	<b>POSITION SUMMARY</b> Under supervision of the Supervisor I and on a Permanent-Intermittent basis, incumbent will assist the Field Division's Contract Services Unit with complex, technical and analytical work related to service contracts and issues of multi-million dollar contracts critical for services and goods to maintain the State Water Project (SWP).			
	<b>ESSENTIAL FUNCTIONS</b> This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance, and exercise good judgment. Working knowledge of the State and Department policies, procedures, regulations, and SAP programs is essential. Assist with gathering and analyzing data, and compiling informational ideas for management to meet field division objectives.			
<b>35%</b>	Assist Field Division's Contract Coordinator in researching, analyzing, and coordinating the development of contracts required in support of the operation and maintenance of the field division. Review contract documents prepared by branches within the field division to ensure appropriate language, legal provisions, and other requirements are included. Incumbent will independently work with all branches in the field division, for technical assistance on specifications needed for all services. Develop scope of work and bid solicitation packages. Gather pertinent information, analyze, evaluate, and prepare Standard Agreements and Inter-Agency Agreements with applicable documents establishing appropriate clauses and correct language, advertisements for the California State Contracts Register. Prepare bids with supporting documents and assist with coordinating bid openings.			
<b>25%</b>	Research, develop and prepare competitive and non-competitive solicitation packages such as Non-Competitive Bid requests, Request for Proposals, Request for Qualifications, and Invitations for Bid packages. In addition, advertisement in professional publications, consultant memoranda, task orders, Disabled Veteran Business Enterprises documentation, sole source justifications, continues...			
SUPERVISOR'S STATEMENT:		<b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
SUPERVISOR'S NAME (Print) <b>Loyd Thomas</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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<i>Percent of Time</i>	<i>Activity</i>		
<p><b>cont'd</b></p> <p><b>25%</b></p> <p><b>10%</b></p> <p><b>5%</b></p>	<p>contracts exhibits, correspondence, notices of intent to award, and bid protest documents. Provide contracting support and assist with facilitating pre-bid meetings with potential bidders.</p> <p>Provide support and assist with verifying proper processing of invoices, payments and reimbursements. Ensure compliance with the State's contracting rules and regulations regarding prompt payment provisions and small business preferences and prevent severe financial penalties for Department of Water Resources. Review invoices and claims for consistency and conformance with established contracts and monitor contract balances.</p> <p>Analyze tracking/log procedures in SAP to monitor budgeting, funding, expenditures and availability of existing contracts to meet the field division needs and communicates to appropriate management of any discrepancies.</p> <p>This position will require driving a vehicle on public roadways to attend stakeholder and Pre-bid meetings. In addition will provide support as back up Check Printer in the absence of Primary Check Printer.</p> <p><b>SPECIAL REQUIREMENTS</b></p> <p>Ability to stoop, bend and reach for filing; strength/ability to move up to 25 pounds. Manual dexterity for computer operation, may require sitting 75% of the work day. Ability to communicate effectively with employees and vendors and headquarters staff. Must be able to operate computers and learn/know appropriate programs. Overtime may be required based on operational needs.</p> <p>This position is not eligible for telework.</p> <p>Employee is required to successfully complete all safety training related to the functions of the job.</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>Must possess a valid California Class C Driver's License as travel is required throughout the state for contract meetings.</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, State Water Project, 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>		