

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Research Data Analyst I		DWR POSITION NUMBER 3110-5729-XXX	SAP POSITION NUMBER 50002789	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) Jenny Dempsey	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 05/12/2026	
<i>Percent of Time</i>	<i>Activity</i>			
30%	<p>POSITION SUMMARY Under the direct supervision of the Supervisor I (SI), the incumbent will perform basic data research and analysis for the Department-wide Architectural and Engineering (A&E) Contracts Program, including gathering, mining, populating, manipulating, interpreting, and comparing structured and unstructured data associated with A&E contract costs and rates, as well as assisting in organizing, cataloging, and maintaining such data for the program.</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others; exercise a high degree of initiative and independent judgment in supervising and directing the functions of the office, and maintain regular, consistent, predictable attendance. The specific essential functions are, but are not limited to, the following:</p> <p>Research and analyze A&E contract costs associated with the A&E contract negotiation process for new A&E contracts and A&E contract amendments. Provide cost analyses to support SI in negotiating and concluding fair and reasonable costs for each A&E contract and contract amendment. The incumbent will do this by reviewing proposed costs and rates, performing basic market research and surveys of known data sources, mining structured comparable data from the DWR A&E Contracts costs and rates database/tool, assisting with the identification and mining of outside research sources and applicable data, gathering applicable unstructured data in the form of costs and rates, consolidating and structuring the data, interpreting, manipulating, and providing basic analysis of the data, and providing mathematical and statistical conclusions and recommendations relative to the proposed costs and rates for SI review. Provide follow-up in-depth data and statistical research and ad-hoc reports as needed to the SI for review to aid in the successful completion of A&E contract negotiations. Collaborate with A&E Contract Analysts during the A&E contract negotiation process and provide any needed data or basic analyses to allow them to complete their portion of the negotiation process. Meet and communicate with the SI, A&E Contract Analysts, clients, and external sources to research and gather necessary data, which may require travel to other Department or State offices and facilities.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Jenny Dempsey		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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25%	<p>Conduct basic market surveys and research of private and public sector to support additional methods of fair and reasonable costs for A&E contracts. Review performance metrics as required for Program to assist SI in determining if the Program is meeting its objectives. Perform basic trends analysis of cost data to determine what other sectors are using such classifications to negotiate fair and reasonable costs; also the trends can be used to determine how is the definition of fair and reasonable changing.</p>		
25%	<p>Gather, organize, maintain, and report A&E contract costs and rates data to the SI for the A&E Contracts Program. Incumbent does so by collecting unstructured and structured costs and rates data, including information associate with escalation or rates, from active and expired A&E contracts, organize and structure the data, provide to SI for review, then input the data into the A&E Contracts costs and rates database/tool. The incumbent reviews the stats in the database/tool and alerts SI if data is inaccurate or not up to date. Enters costs and rates data into the A&E Contracts costs and rates database/tool as new A&E contracts, contract amendment, and personnel change letters are executed. Produce structured and organized ad-hoc reports as needed for SI review.</p>		
25%	<p>Utilizing the A&E Contracts Database, collect, monitor, interpret, analyze, and report timeframe and completion statistics for A&E contract, contract amendment, task order, task order amendment, and personal change letter. Run A&E Contract reports from the A&E Contracts Database, identify report anomalies and missing data to the SI, structure and organize historical and real-time data from such reports to identify timeframe and completion statistics, identify trends and patterns of the data, and maintain a tool that allows for the historical and real-time structured statistics to be cataloged and reportable to A&E management. Present findings to SI in a user-friendly format, such as tabulated, charts, or dashboards. Where A&E contract data is not present in the A&E Contracts Database, assist SI in developing methodologies and techniques to gather, organize and analyze any unstructured or structured data so it can be incorporated into the cataloged data.</p>		
20%	<p>Collect, organize, analyze, maintain, and report A&E Analyst and A&E SME cost center charges to the SI and A&E SME Manager. Run monthly SAP reports for the A&E Analyst and A&E SME cost centers, structure and organize the charges from the reports, and other data collected as needed, to identify average hours for the development and/or processing of new A&E Contracts, Contract Amendments, Task Orders, Task Order Amendments, and Personnel Change Letters. May assist with A&E procedure development on an as needed basis by reviewing the A&E Programmatic procedure development, review, and approval process and providing recommendations to improve process organization and flow. May assist with various A&E database and website development by working with SI and other A&E Program staff to provide recommendations and improvements.</p>		

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	<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>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> <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>		