

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Research Data Analyst II		DWR POSITION NUMBER 3110-5731-001	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>			
45%	<p>POSITION SUMMARY Under the general supervision of the Supervisor I (S I), the incumbent will perform the more independent, responsible, varied and complex data research and analysis for the Department-wide Architectural and Engineering (A&E) Contracts Program. Data research and analysis will mostly impact and support the negotiations for A&E Contracts. The incumbent will perform data analysis, gathering, mining, populating, manipulating, interpreting, and comparing structured and unstructured data associated with submitted financial and cost information for A&E contract negotiations. The incumbent will be responsible for preparing, organizing, cataloging, and maintaining such data for each assigned A&E contract negotiation.</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>Independently research and analyze submitted costs associated with the A&E contract negotiation process for new A&E contracts and A&E contract amendments. Provide in-depth cost analyses to support the S I in negotiating and concluding fair and reasonable costs for each A&E contract and contract amendment. The incumbent will do this by reviewing submitted financial documents and rates/costs, developing and identifying applicable research methodology and techniques, performing market research and surveys, mining structured comparable data from DWR A&E Contracts and/or the DWR A&E Contracts costs and rates database/tool, gathering applicable unstructured data in the form of costs and rates, validating data sources, consolidating and structuring the data, interpreting, manipulating, and analyzing the data, and providing mathematical and statistical conclusions and recommendations relative to the proposed costs and rates. Provide follow-up in-depth data and statistical research and ad-hoc reports as needed to aid in the successful completion of A&E contract negotiations. Collaborate with SSM I during the A&E contract negotiation process and provide any needed data or analyses to allow them to complete</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>the negotiation process. Meet and communicate with the S I, 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. Conduct detailed market surveys and research of private and public sectors to support additional methods of fair and reasonable costs for A&E contracts. Develop performance metrics as required to determine if the A&E Contracts Program is meeting its objectives. Perform trends analysis to determine what other sectors are using to negotiate fair and reasonable costs. Such research can be used to determine other methods of how fair and reasonable A&E contracting costs may be achieved.</p>		
20%	<p>Gather, organize, maintain, and report A&E contract costs and rates data for the A&E Contracts Program. Incumbent does so by collecting unstructured and structured costs and rates data, including information associated with escalation or rates, from active and expired A&E contracts, organize and structure the data, input the data into the A&E Contracts costs and rates database/tool. The incumbent ensures the database/tool has real-time and accurate A&E costs and rates data. 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. Develop and recommend improvements to the A&E contracts costs and rates database/tool as necessary to ensure cataloged data and the data from generated reports are accurate. Produce structured and organized ad-hoc reports as needed for A&E Contract management and A&E Contract Analysts.</p>		
10%	<p>Utilizing the A&E Contracts Database, lead the collection, monitoring, interpretation, analysis, and reporting of 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 SSM I, 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 develop 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 A&E management 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, develop methodologies and techniques to gather, organize and analyze any unstructured or structured data so it can be incorporated into the cataloged data.</p>		
10%	<p>Collect, organize, analyze, maintain, and report A&E Analyst cost center charges to A&E Contracts Program management. Run monthly SAP reports for the A&E Analyst 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. Coordinate closely with the S I to assist in the monitoring of cost center charges relative to A&E project and budget planning. 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 S I and other A&E Program staff to provide recommendations and improving.</p>		

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	<p>OTHER RESPONSIBILITES 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 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>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>		