

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst I		DWR POSITION NUMBER 3110-5157-XXX	SAP POSITION NUMBER 50002993	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/ASB/Personnel Resources Section	
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"/> R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Vacant	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Estevez Contreras			DATE 05/15/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY Under the direct supervision of the Supervisor I (SI), Personnel Resources Section (PRS), and as a representative of the Administrative Services Branch (ASB) of the Division of Engineering (DOE), the incumbent performs staff services assignments of average difficulty in support of DOE's program objectives with regard to a wide variety of personnel analysis including the hiring process, position and organizational management, complex timekeeping issues, the more difficult issues related to the support of DOE's training needs, assists with Annual Appraisal & Development process, other related issues and data maintenance in SAP.</p> <p>ESSENTIAL FUNCTIONS This position requires that the incumbent have the ability to act independently, maintain consistent and regular attendance, communicate effectively both orally and in writing, establish and maintain the confidence and cooperation of others, use good judgment, open mindedness, flexibility and tact, and maintain confidentiality. The specific essential duties are:</p> <p>Supports the SI within the ASB by completing the more routine personnel assignments. Under the guidance of the SI, researches personnel rules and procedures and provides completed staff work analysis to SI for review and possible implementation of recommendations. Evaluates the more routine recruitment efforts such as straight backfills of positions by evaluating duty statements, class specifications and allocation guidelines as necessary, advertisements, justifications, and accurately entering information in SAP. Ensures timely submission of recruitment packages and follows up to ensure that ads are posted, that applications are picked up and distributed. Assists hiring supervisors by helping to identify selection criteria, reviewing applications, ensuring names of selected applicants are on certifications, monitors time certification is valid and keeps hiring supervisor and SI notified of time constraints. Participates on hiring panel as necessary by following established DWR Personnel and Exams policies as well as civil service rules and regulations, participates on interviews, reviews questions and makes recommendations on questions, ensures integrity of interviews, ensures that only eligible candidates are interviewed (coordinates with cert desk), that interviews and offers made are</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Vacant		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

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst I	DWR POSITION NUMBER 3110-5157-XXX	SAP POSITION NUMBER 50002993	MCR 1
APPOINTEE Vacant	SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/ASB/Personnel Resources Section	
<i>Percent of Time</i>	<i>Activity</i>		
25%	<p>conducted within the allotted time frames and that offers both tentative and final are given only after receiving appropriate levels of approval. As a Division liaison within Personnel Resources, responds timely to questions, addresses any requested changes, updates files to ensure most recently approved documents are maintained and keeps chain apprised. Responsible for ensuring that all necessary new hire paperwork and appropriate and authentic documents are obtained, forms are thoroughly completed on most recent versions, and that appropriate authorized signatures are obtained. Responsible for ensuring confidentiality of hiring process, reviews and enters confidential employee information, accurately inputs information into SAP, runs reports, corrects errors as necessary, and runs periodic reports to ensure data is correct. Maintains correct, timely and detailed log of transactions in spreadsheets or database.</p> <p>Reports and Training - Runs reports after each action in SAP to determine if data needs updating or correcting. Maintains a position roster using spreadsheets or databases to ensure that positions are tracked; this includes vacancies and any changes, for range changes, volunteers, employees on leaves of absence, retired annuitants, etc. On an annual basis, during annual A&D process, responsible for timely coordination and distribution of annual forms needed for authorization to drive privately owned vehicles, Employee Key Policies, and Special Handling of Pay warrants. For A&Ds, assists and reviews training plans to ensure compliance with rules. Throughout the year provides assistance on more complex training issues involving coordination of large number of attendees, coordinating payment and training contracts for training per current Department rules. Responsible for accurately and timely processing of separations both permanent and temporary such as Leave of Absence ensuring that Division does not have to pay penalties, processes and coordinates leave of absence requests. Runs at least monthly zdun reports, analyzing for anomalies and making changes in SAP. Delimits actions as required, ensuring that timely clean-up of SAP data occurs. This includes entering and delimiting of objects on loan, ensuring appropriate SAP accesses are given and on a timely basis so that employees may perform assigned tasks, coordinates vehicle accident reports, coordinates card entry, etc. May assist in preparing documentation for reorgs such as org charts, worksheets, duty statements, draft memos announcing changes, input approved changes on a timely basis into SAP. On a monthly basis maintain DOE org charts, and coordinate fund center org charts.</p>		
15%	<p>Assists SI and PRS Analyst IIs with the less complex performance issues always notifying chain. May assist Analyst IIs or SI with informal performance actions such as counseling and correctives, denials of MSAs and rejections on probation by following established rules and procedures. Maintains confidentiality of all performance actions. May draft, fact check, conduct research on informal performance actions ensuring that ASB chain reviews and acts as liaison to obtain other necessary reviews and approvals. Ensures that format is correct and includes all necessary required language. May assist in formal performance actions by assisting with gathering documents and assembling of packages, and coordination and tracking of review of Personnel, Labor, Office of the Division Manager, and OWE.</p>		

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst I	DWR POSITION NUMBER 3110-5157-XXX	SAP POSITION NUMBER 50002993	MCR 1
APPOINTEE Vacant	SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/ASB/Personnel Resources Section	
<i>Percent of Time</i>	<i>Activity</i>		
10%	<p>Prepares as needed drafts for review of directed reassignment letters, performs analysis of per diem versus moving and relocation and short term per diem memos. Coordinates Public Affairs Office requests for info for retirees. Assists in coordination of Division response for annual management development program, and annual awards and citations. Compiles and analyzes data using ad hoc and other reporting features of SAP and develop such data into reports for Division Management. Reports may relate to personnel administration, organizational administration, and/or other administrative items. Enters on a real time bases information into Division vacancy reports and maintains up-to-date, complete and accurate information. Provides prompt Family Medical Leave notifications per DWR policy. Drafts and coordinates both informal and formal Employee Assistance Plan. As directed, coordinates with the Department's Human Resources Office, Employee Health Services, and other Divisions and Offices to monitor and ensure the Division is in timely compliance with rules and regulations regarding workers' compensation and reasonable accommodation. Ensures that Division managers and supervisors are provided appropriate documentation in a timely manner in the event of work related illness or injury. As directed, act as liaison with Employee Health Services as main point of contact. Develops, coordinates, updates and maintains Division policies and procedures regarding Administrative Services to ensure compliance with mandated rules and regulations; submits for review to chain of command and implement as directed.</p>		
5%	<p>Assists as needed SSMI for annual exam review. Reviews exam request forms to ensure Subject Matter Experts (SME)s and State Service Representatives (SSR)s provided are appropriate level. Coordinate availability of SMEs and SSRs. May be required to coordinate with the Department's Exams Unit to reschedule or rearrange scheduled exams to accommodate the changing needs of the Division. Coordinates and maintains up-to-date and complete DMV Pull Notices for employees as directed by SI. Using DMV Vehicle Code book, reviews driving records, identify infractions, and provide recommendations to SI/ASB Manager and then work with supervisors regarding written notification of infractions to review with employee; also recommend to SI or ASB Manager appropriate course of action such as additional training, etc. Assists with routing and review of any vehicle accident reports. May need to provide information in both written and presentation formats. May need to provide assistance in other administrative areas of ASB during peak periods. May provide support to other ASB areas during peak periods. This may require driving a vehicle on public roadways.</p>		

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst I	DWR POSITION NUMBER 3110-5157-XXX	SAP POSITION NUMBER 50002993	MCR 1
APPOINTEE Vacant	SAP PERSONNEL NO. TBD	DIVISION/SECTION DOE/ASB/Personnel Resources Section	
<i>Percent of Time</i>	<i>Activity</i>		
	<p>OTHER RESPONSIBILITIES</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>Must be able to maintain and handle sensitive information confidentially, tactfully and professionally. A strong technical understanding of current computer hardware and software applications, particularly Microsoft Excel and Access. Good communication skills, both oral and written, are essential.</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>		