

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Supervisor II		DWR POSITION NUMBER 0630-4801-69X	SAP POSITION NUMBER 50000796	MCR 2
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DBS/BASB/Facilities and Property Services	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☒ Confidential Related BU: ☐ Rank and File BU: ☐ S01				
RESPONSIBILITIES EXERCISED ☒ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Kevin Canant	SUPERVISOR'S CLASSIFICATION Manager II	
APPROVED BY (Personnel Analyst's Name) Marissa Arriaga			DATE 8/14/26	
<i>Percent of Time</i>	<i>Activity</i>			
35%	Under the general direction of the Business Administration Services Branch (BASB) Branch Manager (Manager) II the incumbent serves as the Section Supervisor II (Sup II) of Facilities and Property Services (FPS) and is responsible for developing policies and procedures for branch management review and approval, to ensure departmental compliance with the legal requirements of the State's Administrative Manual, the Department's Administrative Manual, the Department of General Services' delegation of authority for construction, space acquisition, and asset management for the Department. ESSENTIAL FUNCTIONS Incumbent must exercise a high degree of initiative and independent judgment in supervising the functions within the office, work cooperatively with others, maintain regular, consistent, predictable attendance, and exercise good judgment. The incumbent must have excellent project management, writing, and presentation skills. The specific essential duties are: Facilities Management. Plan, organize, and direct the facilities acquisition, lease management, refurbishing, property management, and security functions of the Department. This includes development of facilities management policies and procedures for branch management review and approval, space planning on macro and micro level, leased space acquisition and renewal negotiations, maintenance and management of leased and State-owned facilities. Direct and manage the Department's remodeling, moves and decommissioning, re-stacking and refurbishing efforts. Activities involve obtaining delegation and approval from various oversight agencies for plans, design and construction; providing direction and control of contractors; work closely with the Department's Contract Services staff, draft Statements of Work, manage and review contracts and authorize expenditures for work completed including but not limited to hazardous material abatement, moves and decommissioning, and security contracts. Work closely with Fiscal Services and the Department of General Services to assist with resolving issues regarding the rent of leased facilities to ensure accuracy. Manage and administer security guard operations at DWR occupied buildings. Manage Photo Identification and Access Card systems for badge issuance and control, and facility access.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Kevin Canant		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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30%	Property Management: Direct and manage the development and maintenance of property records for more than \$100 million in equipment statewide using SAP*. Administer the DWR Triennial Inventory to ensure compliance with the State Administrative Manual and to provide departmental accountability for the use and disposal of all surplus property. Maintain the DWR Property Control Handbook and other relevant accounting, acquisition, and surplus Enterprise Process Guide updates and revisions. Responsible for oversight of the Natomas Warehouse and the functions related to its operations.				
25%	Plan, supervise, direct, and evaluate the work of analytical, technical, and administrative staff. Provide mentoring, coaching, guidance, and support. Review, monitor, and approve attendance reports and/or absence requests. Work with staff to determine training needs and approve training requests. Evaluate staff performance and prepare ongoing staff evaluations, probation reports, and annual performance evaluations in a timely manner. Counsel staff regarding attendance and work performance deficiencies if needed, take corrective action as appropriate. Conduct staff meetings to share information. Meet individually with staff to discuss assignments and performance on a regular basis. Plan, organize, and establish priorities, review work products, and regularly assess workload distribution in all areas of responsibility. Effectively resolve issues. Develop and manage a budget. Compile information, and develop and conduct presentations to Management, Executive Management, and the Department’s Governance Board; attend meetings on behalf of the Branch Manager. May require in State travel on roadways.				
10%	Emergency and Security liaison with the Department’s Security and Emergency Management Program (SEMP). Assists with departmental emergency related plans and reports, such as the Continuity of Operations Plan (COOP), serves on the Department Operation Command Logistics Roster. SPECIAL REQUIREMENTS Periodic statewide travel may be required to field locations that may also require overnight stay. Must possess a valid California Driver’s License. This position is placed on call lists with programs and property management companies to be called in emergencies and may be required to respond to a facility after hours, weekends, or on a holiday to address an emergency situation in a leased and/or state-owned facility. 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. 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.				

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	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. OTHER RESPONSIBILITIES This position provides necessary support to the Divisions of Flood Operations, Flood Planning and Improvements, Safety of Dams, Operations and Maintenance, Engineering and/or the Public Affairs Office during Director and 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 field work 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. KNOWLEDGE, SKILLS, AND ABILITIES Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas. Principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on facility and property management and customer services; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports; utilize interdisciplinary teams effectively in the conduct of studies; establish and maintain project priorities; develop and effectively utilize all available resources. PHYSICAL / MENTAL REQUIREMENTS - Must have the ability to manage multiple priorities, meet short processing time lines when necessary, and handle varying and sometimes large workload volumes. - Must be able to work productively in a demanding environment and deal with challenging customer requirements while maintaining a calm, professional demeanor. - Must be able to support staff in difficult interpersonal situations with program managers, control agencies, and other customers, diffuse issues, and establish a common ground for resolving differences.			