

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst II		DWR POSITION NUMBER 1650-5393-006	SAP POSITION NUMBER 50012658	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DRA/FAB/Grant Analysis	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R01				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Amina Mwongozi	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) S. Meeks			DATE 8/14/26	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the direction of the Supervisor I, Grant Analysis Section, the Analyst II exercises independent judgment and initiative in performing a variety of complex analytical assignments related to program administration, program control, budgeting, special projects, and various grant programs administered by the Financial Assistance Branch (FAB), Division of Regional Assistance (DRA). The incumbent has experience with invoicing and financial analysis, proficiency with word processing applications, such as Word, spreadsheet applications, such as Excel, excellent analytical, oral, and written communication skills to evaluate, interpret, present, and deliver information effectively, the ability to establish effective priorities among competing requirements, and experience with, or willingness to learn, various computer programming languages, including Visual Basics for Applications (VBA), R, Power Fx, M, DAX, SQL, and HTML. The incumbent supports and works as a part of a matrix-managed team, and must also demonstrate the ability to work independently, on a self-directed basis.. ESSENTIAL FUNCTIONS This position requires the incumbent to demonstrate strong research skills and a thorough knowledge of budgeting fundamentals, including estimating, allocating, and controlling financial resources; perform high level data analysis, including inspecting, cleaning, transforming, and modeling data to discover useful information, draw conclusions, and support decision-making; utilize a variety of intermediate to advanced computer programs; communicate effectively, verbally and in writing; work cooperatively with Department of Water Resources (DWR) staff and contractors; maintain regular, consistent, predictable attendance; and exercise good judgment. The specific duties include, but are not limited to the following: 40% Independently review, analyze, and process incoming invoices for DRA grant programs. Ensure appropriateness and accuracy of the dollar amount. Utilize SAP, Grants Review and Tracking System (GRanTS), Agency Bonds Consolidated Reporting System (ABCRS), and Bond Resources Accountability Safeguarding System (BRASS) to monitor bond-funded grants and loans.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Amina Mwongozi		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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Vacant		TBD	DRA/FAB/Grant Analysis		
Percent of Time	Activity				
40% (Contd)	Prepare SAP Service Entry Sheets to authorize payment. Submit claims to Contracts Payables Office to initiate payment. Track invoices and payments in Branch-authorized data management systems to monitor contract balances. Archive and transfer project files to current official record repository. Obtain signatures on final amendment packages from all required internal and external signatories. Upload executed amendments to Enterprise Records Management System (ERMS). Answer and resolve complex questions and concerns from grant managers, on behalf of grantees, as they arise. Use SAP to request requisition and contract numbers and collect vendor information.				
30%	Monitor administrative expenditure and contract balances. Track funding commitments and monitor funding liquidation dates. Maintain and modify databases of financial data relevant to the day-to-day operations of FAB. Research and identify potential budget deficits and correct overages by performing cost movements or time adjustments. Work cooperatively with grant administration section leads to develop cash flow projections for upcoming General Obligation bond sales, and track bond sale allocations by sale, program, and project.				
20%	Support grant programs by conducting analytical reviews of funding applications and evaluate to ensure funding applications are complete and in compliance with minimum eligibility standards and consistent with statutory requirements. Develop application review materials which support management decisions on grant awards. Review and coordinate the execution and implementation of grant, loan, and service agreements with grant managers on behalf of grantees, contractors, and technical staff, and with other internal and external customers such as the Office of General Counsel, Budget Branch, Funds Management Section, and Contract Payables Section. Participation in public meetings and workshops regarding Branch programs and activities.				
10%	Attend meetings and trainings and serve on committees. Generate executive-level financial reports. Prepare responses to internal and external audits. Support technical staff with database and website development, maintenance, and monitoring. Other duties as assigned.				
	SPECIAL REQUIREMENTS				
	Travel may be required to attend meetings or training. Limited overnight travel and overtime work may be required to meet program deadlines.				

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	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 California Office of Emergency Services (OES) and Federal Emergency Management Agency (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. 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. 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.			