

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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| CLASSIFICATION<br><b>Analyst II</b>                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DWR POSITION NUMBER<br><b>0137-5393-xxx</b>       | SAP POSITION NUMBER<br><b>50099352</b>                               | MCR<br><b>1</b> |
| APPOINTEE<br><b>VACANT</b>                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | SAP PERSONNEL NO.<br><b>TBD</b>                   | DIVISION/SECTION<br><b>Executive / Office of the General Counsel</b> |                 |
| COLLECTIVE BARGAINING IDENTIFIER<br>Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R01</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |                                                                      |                 |
| RESPONSIBILITIES EXERCISED<br><input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Lead Person                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | IMMEDIATE SUPERVISOR (Print)<br><b>Evan Stagg</b> | SUPERVISOR'S CLASSIFICATION<br><b>Supervisor II</b>                  |                 |
| APPROVED BY (Personnel Analyst's Name)<br><b>Nicole Ibarra</b>                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   | DATE<br><b>9/2/2026</b>                                              |                 |
| <i>Percent of Time</i>                                                                                                                                                                                                         | <i>Activity</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |                                                                      |                 |
| <b>40%</b>                                                                                                                                                                                                                     | <p><b>POSITION SUMMARY</b><br/>Under the direction of the Supervisor II, the incumbent will perform a wide variety of analytical duties and other related work regarding data preservation and collection, data management, and e-discovery technology for the Office of the General Counsel.</p> <p><b>ESSENTIAL FUNCTIONS</b><br/>This position requires the incumbent to reason logically and creatively and utilize a variety of analytical techniques to resolve complex government and organizational problems; develop and evaluate alternatives, analyze data and present ideas and information effectively. Work cooperatively with and communicate effectively (orally and in writing) with attorneys, clerical staff, technical staff, colleagues, e-discovery vendor(s) and the public; review, edit, and redact documents; work an assigned inventory of public requests; act as a lead person as needed; and gain and maintain the confidence and cooperation of those contacted during the course of work. Maintain consistent, regular and predictable attendance; and exercise good judgment. The specific essential functions are, but are not limited to, the following:</p> <p>Use GovQA, a records management software, to independently process electronic records pursuant to the California Public Records Act (PRA) (Government Code Section 7922.000 et seq.), and departmental policy and procedures. Manage an assigned inventory of PRA requests in GovQA by analyzing, interpreting, and making recommendations to management and attorneys regarding incoming requests for public records and determining which department staff may have responsive public records. Communicate via e-mail, phone, or video with departmental staff and requestors to generate and discuss strategies for reasonable searches, narrow the scope or clarify requests that are overly broad or unclear in accordance with departmental procedures. Create, track, and manage multiple simultaneous deadlines for electronic tasks and assignments set for department staff. Discuss and generate solutions to complex or difficult PRA requests with colleagues, the Supervisor II, and designated attorneys. Receive responsive records from departmental staff and upload to the GovQA PRA request.</p> |                                                   |                                                                      |                 |
| SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |                                                                      |                 |
| SUPERVISOR'S NAME (Print)<br><b>Evan Stagg</b>                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | SUPERVISOR'S SIGNATURE<br>➤                       |                                                                      | DATE            |
| EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |                                                                      |                 |
| EMPLOYEE'S NAME (Print)<br><b>VACANT</b>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | EMPLOYEE'S SIGNATURE<br>➤                         |                                                                      | DATE            |

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| CLASSIFICATION  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | DWR POSITION NUMBER | SAP POSITION NUMBER                       | MCR |
| Analyst II      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 0137-5393-xxx       | 50099352                                  | 1   |
| APPOINTEE       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SAP PERSONNEL NO.   | DIVISION/SECTION                          |     |
| VACANT          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | TBD                 | Executive / Office of the General Counsel |     |
| Percent of Time | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                     |                                           |     |
| Cont'd          | Annotate attachments by suggesting basic redactions such as Personally Identifiable Information (PII) and flag other sensitivity concerns for attorney and management review. Advise management and designated attorney on the resolution of PRA requests. Request and receive approval for redactions and to release the records and messages on behalf of the department to the requestor via GovQA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     |                                           |     |
| 25%             | Use Relativity, a records management software, to independently set up e-discovery workspaces to process electronic records for litigation, administrative proceedings, or high-volume responses to PRA requests. Interpret, analyze, and make recommendations to management and attorneys concerning PRA, Information Practices Act (IPA), and Worker’s Compensation (WC) requests with large volumes of records in Relativity by determining which departmental staff may have responsive records. Create, track, and manage multiple simultaneous deadlines for document collections and other assignments set for department staff. Receive and organize responsive records from departmental staff, upload them to Relativity, and, as appropriate, suggest redactions of PII or other sensitivity concerns for management and attorney approval. Under direction from attorneys and in accordance with departmental procedures, determine records search parameters within Relativity workspace and organize records according to the search results. Provide training and technical guidance to internal staff on the use of Relativity. Conduct quality checks on databases and records to ensure consistency for electronic data maintenance, management, and compliance with all relevant regulations, departmental procedures, and legal requirements.                                                                                                                                                 |                     |                                           |     |
| 25%             | Under direction of the Supervisor II and assigned departmental attorneys, process records pursuant to Subpoenas duces tecum (subpoenas), requests made pursuant to the Information Practices Act (IPA) of 1977 dated 1991 (Civil Code Section 1798, et seq.), and discovery requests for litigation or other legal matters as assigned in accordance with departmental procedures. Analyze requests to determine which departmental staff may have responsive records. Create, track, and meet multiple simultaneous deadlines for electronic tasks and assignments set for department staff. Collect and, as appropriate, suggest redactions of PII for attorney approval within relevant records. Upload responsive documents to the designated repository such as Box, OneDrive, SharePoint, or other online location. Make recommendations to management and attorneys regarding dispositions of IPA requests and subpoenas. Where appropriate, provide recommendations to attorneys and management on the disposition for redactions or release of sensitive personnel information received from departmental staff such as official personnel files, medical documentation, civil rights records, internal audit reports, and payroll records. With attorney approval, release to the requestor the responsive records such as medical, personnel, payroll, and any other records in accordance with statutory requirements, court-mandated, or other deadlines and in accordance with departmental policy. |                     |                                           |     |
| 10%             | Participate in team meetings to discuss workload trends and cooperatively solve challenging work scenarios such as the more complex PRA requests, IPA requests, subpoenas, and Worker’s Compensation requests. Assist the Supervisor II in the development and ongoing maintenance of the Legal Analysis section’s and the position’s desk manuals, procedures, training guides, presentations, and work tools which guide the completion of both basic and complex work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                                           |     |

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| CLASSIFICATION<br><b>Analyst II</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DWR POSITION NUMBER<br><b>0137-5393-xxx</b> | SAP POSITION NUMBER<br><b>50099352</b>                               | MCR<br><b>1</b> |
| APPOINTEE<br><b>VACANT</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SAP PERSONNEL NO.<br><b>TBD</b>             | DIVISION/SECTION<br><b>Executive / Office of the General Counsel</b> |                 |
| <i>Percent of Time</i>              | <i>Activity</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |                                                                      |                 |
| <b>Cont'd</b>                       | <p><b>Meet with departmental staff to discuss, develop, or amend departmental processes and policies as needed. Occasional travel may be required to attend training and offsite events. Perform other duties as assigned.</b></p> <p><b>This duty statement represents a current and accurate description of the essential functions of this position. Duties of this position are subject to change and may be revised as needed or required.</b></p> <p><b>SPECIAL REQUIREMENTS</b><br/>Occasional travel may be required.</p> <p><b>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.</b></p> <p><b>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.</b></p> |                                             |                                                                      |                 |