

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst II		DWR POSITION NUMBER 2610-5393-012	SAP POSITION NUMBER 50026962	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/SFD Administration Branch	
COLLECTIVE BARGAINING IDENTIFIER				
☐ Management Related BU:	☐ Supervisory Related BU:	☐ Confidential Related BU:	☒ Rank and File BU: 1	
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Veronica Lopez	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Jennifer Geathouse			DATE 9-8-26	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY Under the direction of the Supervisor I and guidance of the Supervisor II and Field Division Manager, performs a variety of difficult and complex analytical administrative duties in a wide variety of consultative and analytical assignments such as budget planning, program analysis, and program control functions, as well as fiscal accounting; Planner/Scheduler functions, and applicable SAP activities. Incumbent must be knowledgeable in SAP, accounting, budget, program control processes, departmental policies and procedures. May perform administrative tasks in SAP such as time reports, program reports, requisitioning, work order notifications and other SAP functions. ESSENTIAL FUNCTIONS This position requires that the incumbent to apply knowledge of Departmental and State policies and procedures; communicate effectively both written and verbal; work cooperatively with others; maintain regular, consistent, predictable attendance; and exercise good judgment. Duties include but are not limited to the following: Independently develop, analyze, monitor, and coordinate all facets of \$103 million field division budget. Working with DWR's Budget office as needed or required. Responsible for gathering and independently analyzing data provided by SAP as they relate to budget, program control, benchmarking, and planner/scheduler objectives. Independently gather and compile financial data to determine future funding needs. Independently make recommendations and analyze/prepare work authority revisions and work item proposals for program and organizational expenditures and program component statements. Independently analyze, prepare, and coordinate the field division budget and budgeting processes with appropriate divisional program control staff. In coordination with the Program Manager, maintain work schedules and project cost reports. Oversee and prepare monthly reports and spreadsheets for field division management and end users, defining program status, identifying potential problem areas, and makes recommendations to resolve fiscal management issues in these areas. Responsible for learning CO, FM, and FI modules and providing on-going training to end-users. Work effectively with Division of O&M Headquarters which may require travel within the Southern Field Division facilities and Sacramento Headquarters.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Veronica Lopez		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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Analyst II		2610-5393-012		50026962	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
Vacant		TBD	O&M/SFD Administration Branch		
Percent of Time	Activity				
40%	Working with the field division Planner/Scheduler team will oversee, analyze, and develop tracking procedures in SAP to monitor funding, expenditures and availability of equipment and materials on a monthly basis to meet maintenance needs. Independently provide reports and spreadsheets to field division management on work plans and schedules based on unit availability, analysis of monetary variances (plan vs. actual expenditures) of resources (people, material, time), and information to establish data base and comparisons for bench marking purposes. Analyze and make recommendations regarding staffing resources, availability of materials and appropriate funding verification, Planner/Scheduler notifications, plant maintenance work orders, job breakdown and components, with planned maintenance activities, and alternatives to meet unit availability. Must have a valid California Class C license as incumbent will be required to operate automotive vehicles and travel to Headquarters and remote areas within the field division.				
20%	Prepare and update Southern Field Division Manager on quarterly actual costs reports for the water agencies. Verify and process quarterly invoices, plan and budget water agency expenses. Keep Field Division Manager and Supervisor II apprised on status of budget programs. Work effectively with Division of O&M Headquarters which may require travel within the Southern Field Division facilities and Sacramento Headquarters. PHYSICAL REQUIREMENTS Strength and ability to move up to 25 pounds. Must have stamina and ability to work at a desk and/or computer for extended periods of time; must be able to operate a computer and learn/know appropriate programs. Must have stamina and ability to attend lengthy meetings, and must be able to give verbal presentations; work well with other people (and different personalities); deal effectively with the public; and accept changes in assigned priorities based on operational need. Working knowledge of State and Department policies, procedures, regulations, and SAP programs is essential. SPECIAL REQUIREMENTS Must have a valid California Class C license as travel is necessary to attend meetings, training and perform the requirements of this position both within and outside of the field division. Willingness to work mandatory overtime and work irregular hours in times of emergency. Employee is required to successfully complete all safety training related to the functions of the job. 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. This position is not eligible for telework.				

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APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/SFD Administration Branch	
<i>Percent of Time</i>	<i>Activity</i>			
	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, State Water Project, 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 and Federal Emergency Management Agency 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.			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst I		DWR POSITION NUMBER 2610-5157-xxx	SAP POSITION NUMBER 50026962	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION O&M/SFD/Administration Branch	
COLLECTIVE BARGAINING IDENTIFIER				
Management Related BU: ☐		Supervisory Related BU: ☐	Confidential Related BU: ☒	Rank and File BU: 01
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Veronica Lopez	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Jennifer Greathouse			DATE 9-8-26	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under supervision of the Supervisor I, the incumbent will perform support work of average difficulty in a wide variety of consultative and analytical assignments such as budget planning, program analysis, and program control functions, as well as fiscal accounting, Planner / Scheduler functions, and applicable SAP activities. Incumbent must be knowledgeable in SAP, accounting, budget, and program control processes. May perform administrative tasks in SAP such as time reports, program reports, requisitioning, work order notifications and other SAP functions. Provides support to the Planner/Scheduler function. Duties include but are not limited to the following: ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, maintain regular, consistent, predictable attendance and exercise good judgment. Working knowledge of state and Department policies, procedures, regulations, and SAP programs is essential. Must be able to gather and analyze data, compile and present findings, ideas, and alternatives to supervisors and management to meet the field division's objectives; take independent action, reason logically, and make sound decisions. The following are specific essential duties: Responsible for gathering and analyzing data provided by SAP as they relate to budget, program control, bench marking, and planner/scheduler objectives. Prepares monthly ad hoc reports and spreadsheets for field division management and end users, defining program status, identifying potential problem areas, and makes recommendations to resolve fiscal management issues in these areas. Responsible for learning CO, FM, and FI modules and providing on-going training to end-users. Serves as subject matter expert in SAP budget reports; analyzes, prepares, and assists with the development of field division budget with partnering organizations for field division programs and Specialized Activities, including evaluating Work Item Proposal documents.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Veronica Lopez		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.				
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Vacant		TBD	O&M/SFD/Administration Branch		
Percent of Time	Activity				
45%	Develops tracking procedures in SAP and monitors funding, expenditures and availability of equipment and materials on a monthly basis to meet maintenance needs. Provides ad hoc reports and spreadsheets to field division management on work plans and schedules based on unit availability, analysis of monetary variances (plan vs. actual expenditures) of resources (people, material, time), and information to establish data base and comparisons for bench marking purposes. Analyzes staffing resources, availability of materials and appropriate funding verification, Planner / Scheduler notifications, plant maintenance work orders, job breakdown and components, with planned maintenance activities, and recommends alternatives to meet unit availability. Incumbent will be required to travel as is necessary to perform the requirements of this position.				
10%	Assists Supervisor I in auditing, researching, and evaluating accounting and travel discrepancies; evaluates and analyzes trip data on travel expense claims, and prepares spreadsheets, tracking expenditures and comparing with plant maintenance orders, components, and bench marking projections. Special studies, when required. SPECIAL REQUIREMENTS Must have a valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways, travel to remote areas within the field division is necessary to perform the requirements of 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. Employee is required to successfully complete all safety training related to the functions of the job. Strength and ability to move up to 25 pounds. Must be able to sit at a desk, typewriter, and/or computer for extended periods of time; must be able to operate office machines, which includes typewriter, computer, calculator, FAX, and copy machine. Overtime may be required, based on work needs. This position is not eligible for telework. 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 Cal OES 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, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.				