

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst II		DWR POSITION NUMBER 0740-5393-007	SAP POSITION NUMBER 50043370	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DHR/PSB/Classification and Placement	
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) Nicole Ibarra	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 9/11/2026	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY Under the general direction of the Supervisor I, the incumbent is responsible for personnel activities of assigned organizations within the Department and will perform complex analytical duties for the Classification and Placement unit. The incumbent will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs. ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with staff from the California Department of Human Resources (CalHR), State Personnel Board, Departmental managers and supervisors, Administrative Officers, and others; multi-task, adapt to changes in priorities, and complete tasks and projects with short notice. This position is also responsible for projecting the Department's image and is the Department's liaison with external contacts in addressing human resource needs. The incumbent must maintain regular, consistent, predictable attendance. The specific essential duties are: Evaluate proposed personnel transactions and either approve or disapprove and recommend alternatives for promotions, new hires, reinstatements, transfers, reclassifications; assist in the recruitment and selection of employees, and in the reassignment and/or layoff of surplus employees; consult with departmental employees, and prospective State employees regarding employment, promotion, transfer, and other personnel-related matters. Ensure compliance with hiring practices while reviewing Request for Personnel Actions (RPA) packages for qualified candidates. Verify minimum qualifications for selected candidates. Maintain all recruitment materials to ensure compliance with policy once the final approvals are made. Consult with, advise, and make recommendations to programs and Administrative Officers relative to personnel policies, standards, rules, and procedures. Consult with and advise programs and Administrative Officers on personnel issues such as establishing new positions, reclassifying positions, and determining the impact of proposed reorganizations on position levels and numbers.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Nicole Ibarra		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		DWR POSITION NUMBER		SAP POSITION NUMBER	MCR
Analyst II		0740-5393-007		50043370	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
Vacant		TBD	DHR/PSB/Classification and Placement		
Percent of Time	Activity				
20%	Analyze the more complex classification proposals within assigned organizations. This requires comparative analysis of classifications with significantly similar knowledge and abilities, qualifications, and levels of responsibility, considerations of appropriateness of classification, organizational impact, eligibility of employee, and salary and range considerations.				
15%	Assist the Department's Labor Relations, Employee Health Services, and the Office of Workforce Equality with accessing confidential information contributing to the development of management's position on sensitive employee-employer issues. Research, investigate, and respond to Merit Issue Complaints and Appeals. Research, investigate, and provide findings to Labor Relations in response to employee out-of-class grievances and impacts of proposed employee relations issues including complex classification and placement projects. Research, investigate, and provide findings to assist the Office of Workforce Equality with Equal Employment Opportunity investigations.				
10%	Maintain vacancy report, delegation report, separation report, ect. Conduct complex classification and placement projects and organizational studies which may result in establishing new classes or revising existing classes, desk audits, and board items.				
10%	Research specific areas of personnel management to develop policies and procedures. Ensure that assigned areas of Department Administrative Manual are kept current and are consistent with State Personnel Board and California Department of Human Resources' rules, and Government Code. Develop and maintain Administrative Procedures within assigned areas; prepare formal memorandum, reports, and correspondence on personnel matters.				
5%	Develop and conduct training courses on personnel related issues. Ability to analyze and provide guidance to programs regarding classification specifications and allocation standards in accordance with CalHR. Represent the Division of Human Resources at meetings and conferences that may require driving a vehicle on public roadways; act in supervisor's absence.				
SPECIAL REQUIREMENTS					
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.					

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst II		DWR POSITION NUMBER 0740-5393-007	SAP POSITION NUMBER 50043370	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DHR/PSB/Classification and Placement	
<i>Percent of Time</i>	<i>Activity</i>			
	KNOWLEDGE, SKILLS & ABILITIES Requires a broad knowledge and understanding of California civil service laws, rules, state and departmental policies and procedures, labor contract administration, hiring procedures, and classification studies; ability to communicate effectively both orally and in writing; and the ability to work effectively with the California Department of Human Resources, State Personnel Board, departmental Program Managers and Administrative Officers, and others external contacts.			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst I		DWR POSITION NUMBER 0740-5157-XXX	SAP POSITION NUMBER 50043370	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DHR/PS/Classification and Placement	
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) Nicole Ibarra	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 9/11/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY: Under supervision of the Supervisor I, and in a learning capacity, the incumbent performs work of average difficulty in a wide variety of analytical staff services assignments and is responsible for personnel activities of assigned organizations within the Department and will perform analytical duties for the Classification and Placement unit. The incumbent will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs. ESSENTIAL FUNCTIONS This position requires the incumbent to work cooperatively with staff from the California Department of Human Resources (CalHR), State Personnel Board, Departmental managers and supervisors, Administrative Officers, and others; multi-task, adapt to changes in priorities, and complete tasks and projects with short notice. This position is also responsible for projecting the Department's image and is the Department's liaison with external contacts in addressing human resource needs. The incumbent must maintain regular, consistent, predictable attendance. The specific essential duties include, but not limited to, the following: Evaluate proposed personnel transactions and either approve or disapprove and recommend alternatives for promotions, new hires, reinstatements, transfers, reclassifications; assist in the recruitment and selection of employees, and in the reassignment and/or layoff of surplus employees; consult with departmental employees, and prospective State employees regarding employment, promotion, transfer, and other personnel-related matters. Consult with, advise, and make recommendations based on research to programs and Administrative Officers relative to personnel policies, standards, rules, and procedures. Consult with and advise programs and Administrative Officers on personnel issues such as establishing new positions, reclassifying positions, and determining the impact of proposed reorganizations on position levels and numbers.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Nicole Ibarra		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		DWR POSITION NUMBER		SAP POSITION NUMBER	MCR
Analyst I		0740-5157-XXX		50043370	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION		
Vacant		TBD	DHR/PS/Classification and Placement		
Percent of Time	Activity				
30%	Assist in conducting classification and placement projects and organizational studies which may result in establishing new classes, revising existing classes or eliminating classes. Analyze classification proposals within assigned organizations for presentation to management for consideration.				
20%	Assist the Department's Labor Relations, Employee Health and Wellness, and the Office of Workforce Equality with accessing confidential information contributing to the development of management's position on sensitive employee-employer issues. Research, investigate, and respond to Merit Issue Complaints and Appeals. Research, investigate, and provide findings to Labor Relations in response to employee out-of-class grievances and impacts of proposed employee relations issues including complex classification and placement projects. Research, investigate, and provide findings to assist the Office of Workforce Equality with Equal Employment Opportunity investigations.				
5%	Represent the Division of Human Resources at meetings and conferences. May develop or conduct training courses regarding personnel related issues. This may require driving a vehicle on public roadways.				
	KNOWLEDGE, SKILLS & ABILITIES				
	Requires a broad knowledge and understanding of California civil service laws, rules, state and departmental policies and procedures, labor contract administration, hiring procedures, and classification studies; ability to communicate effectively both orally and in writing; and the ability to work effectively with the California Department of Human Resources, State Personnel Board, departmental Program Managers and Administrative Officers, and others external contacts.				
	SPECIAL REQUIREMENTS:				
	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 (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.				