

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst II (Permanent/Intermittent)(PI)		DWR POSITION NUMBER 0770-5393-900	SAP POSITION NUMBER 50023403	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DHR/TM/Recruitment and Workforce Planning	
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) Claire Chung	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 10/08/2026	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY Under the direction of the Supervisor I, the incumbent is responsible for recruitment and workforce related projects of average difficulty and will perform complex analytical duties for the Recruitment and Workforce Planning (RWP) 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 ability to produce high quality work, multi-task, maintain updated and accurate records, adapt to changes in priorities, complete tasks and projects with short notice, and work cooperatively with staff from the California Department of Human Resources (CalHR), California Natural Resources Agency (CNRA), departmental managers and supervisors, administrative officers, and others. This position also requires exceptional analytical and organizational skills. In addition, this position is responsible for projecting the Department's image and is a departmental liaison with external contacts in addressing the Department's recruitment and workforce needs. The incumbent must maintain regular, consistent, predictable attendance. The specific essential duties include, but not limited to, the following: Independently research, build and maintain relationships with potential collaboration partners to develop candidate pipelines. Potential collaboration partners including but not limited to high schools, colleges and universities, professional organizations/associations, local communities and local/national organizations, and local recruitment agencies. Collaborate with partners and DWR representatives to develop recruitment activities including in person/virtual presentations, trainings or workshops. Establish and maintain various databases or contact records of potential collaboration partners. Research and apply principles, practices, and trends of recruitment and incorporate them into DWR practice.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Claire Chung		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	DHR/TM/Recruitment and Workforce Planning	
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	Serve as the main contact person for career fairs or other recruitment events, responsibilities include research and register for upcoming recruitment events, identify and prepare DWR representatives for events, provide representatives with the appropriate recruitment materials, receive events feedback, and monitor recruitment activities survey results for recruitment efforts' effectiveness. Collect, monitor, and report applicable recruitment and candidate statistics.			
40%	Complete complex recruitment or workforce planning projects and other special projects assigned by manager. Ongoing responsibilities including, but not limited to, the following: research and analyze recruitment-related data; research potential recruitment advertising and marketing sources; prepare, review and distribute job announcements; maintain recruitment activities trackers and prepare periodic reports on various recruitment and workforce planning activities. Evaluate recent recruitment activities for overall effectiveness, present findings and make recommendations to RWP manager for improvements. Using SAP and the Microsoft Office Suite, prepare less complex reports on recruitment and workforce matters and present findings and recommendations to management. Monitor new legislation and CalHR guidance for changes related to personnel, examinations, recruitment, and workforce planning policies and procedures.			
15%	Respond to complex recruitment related inquiries via email, letter, and by phone. Research technical questions and requests for assistance and information from internal or external policies and Subject Matter Experts. Prepare and provide various reports to RWP and Talent Management Managers as requested. Represent the Department and travel to various locations throughout the State to attend recruitment events including, but not limited to, career fairs, workshops and presentations to promote DWR's career opportunities. Represent the Department in the CNRA Career Center to assist job seekers. Develop innovative ways to create interest among event attendees in the Department's mission and the benefits of working for the Department. Represent the Department at the State Recruiters Roundtable or the CNRA Recruiters Meeting as needed. These duties may require driving a vehicle on public roadways and/or uneven terrain.			
5%	Serves as one of the DWR Student Program Coordinators. Perform transcript review twice a year, respond to inquiries regarding the Student Program, and develop and maintain new recruitment and workforce planning services for students. Respond to less complex inquiries regarding the DWR Student Program.			
	SPECIAL REQUIREMENTS			
	Requires a broad knowledge and understanding of CA civil service laws, rules, State and departmental policies and procedures, labor contract administration, hiring procedures, and classification studies; the ability to communicate effectively both orally and in writing; and the ability to work effectively with representatives of CalHR and SPB, departmental Program Managers and Administrative Officers, and other internal and external contacts.			
	A valid CA Driver's License as travel may be required to attend meetings, conferences, and training.			

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		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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APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 10/08/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under the supervision of the Supervisor I, the incumbent is responsible for recruitment and workforce related projects of average difficulty and will perform complex analytical duties for the Recruitment and Workforce Planning (RWP) 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 ability to produce high quality work, multi-task, maintain updated and accurate records, adapt to changes in priorities, complete tasks and projects with short notice, and work cooperatively with staff from the California Department of Human Resources (CalHR), California Natural Resources Agency (CNRA), departmental managers and supervisors, administrative officers, and others. This position also requires exceptional analytical and organizational skills. In addition, this position is responsible for projecting the Department's image and is a departmental liaison with external contacts in addressing the Department's recruitment and workforce needs. The incumbent must maintain regular, consistent, predictable attendance. The specific essential duties include, but not limited to, the following: Research, build and maintain relationships with potential collaboration partners to develop candidate pipelines. Potential collaboration partners including but not limited to high schools, colleges and universities, professional organizations/associations, local communities and local/national organizations, and local recruitment agencies. Collaborate with partners and DWR representatives to develop and conduct recruitment activities including in person/virtual presentations, trainings or workshops. Establish and maintain various databases or contact records of potential collaboration partners. Research and apply principles, practices, and trends of recruitment and incorporate them into DWR practice.			
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45%	Serve as a point of contact for career fairs and recruitment events, managing registration, preparation of representatives, materials, and post-event feedback. Represent DWR at various recruitment events, including career fairs, workshops, and presentations, to promote the Department’s career opportunities.Track and report recruitment and candidate statistics. Utilize LinkedIn Recruiter to post vacancies and engage potential job seekers. Conduct candidate sourcing by researching, identifying, and contacting prospective applicants using a broad range of online platforms and industry-standard tools such as LinkedIn, Indeed, Handshake, and the CalJOBS website. Complete recruitment or workforce planning projects and other special projects assigned by RWP supervisor. Ongoing responsibilities including research and analyze recruitment-related data; research potential recruitment advertising and marketing sources; prepare, review and distribute job announcements; maintain recruitment activities trackers and prepare periodic reports on various recruitment and workforce planning activities. Evaluate recent recruitment activities for overall effectiveness, present findings and make recommendations to RWP manager for improvements. Using SAP and the Microsoft Office Suite, prepare less complex reports on recruitment and workforce matters and present findings and recommendations to management. Monitor new legislation and CalHR guidance for changes related to personnel, examinations, recruitment, and workforce planning policies and procedures. Provide in-person or virtual career consultations to job seekers through the Department’s virtual career consultation service and other channels.			
10%	Maintain the recruiter mailbox and respond to routine recruitment inquiries. Research technical questions and requests for information using internal and external policies and guidance from Subject Matter Experts. Prepare reports for RWP and Talent Management Managers as directed. Support departmental representation at recruitment events statewide, including career fairs, workshops, and presentations, and assist job seekers at CNRA’s Career Center. Help create content to promote DWR’s recruitment opportunities and develop ways to engage event attendees in the Department’s mission and career benefits. Attend the State Recruiters’ Roundtable or CNRA Recruiters’ Meetings as assigned. Duties may require driving on public roadways and/or uneven terrain. SPECIAL REQUIREMENTS Requires a broad knowledge and understanding of CA civil service laws, rules, State and departmental policies and procedures, labor contract administration, hiring procedures, and classification studies; the ability to communicate effectively both orally and in writing; and the ability to work effectively with representatives of CalHR and SPB, departmental Program Managers and Administrative Officers, and other internal and external contacts. A valid CA Driver's License as travel may be required to attend meetings, conferences, and training.			

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<i>Percent of Time</i>		<i>Activity</i>					
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