JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst II	**3110-5393-001**	**50002993**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DOE/ASB/Personnel Resources Section**

COLLECTIVE BARGAINING IDENTIFIER

☐ Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☑ Rank and File BU: **R01**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Alannah M Chapman**	**Supervisor I**

APPROVED BY (Personnel Analyst's Name)	DATE
Estevez Contreras	**10/09/2026**

Percent of Time	*Activity*
35%	**POSITION SUMMARY** **Under the direction of the Supervisor I (SI), Human Resources Section (HRS), and as a representative of the Administrative Services Branch (ASB) of the Division of Engineering (DOE), the incumbent performs the more responsible, varied, and complex technical analytical staff services assignments in support of DOE's program objectives with regard to a wide variety of personnel analysis including the hiring process, position and organizational management, assist with Annual Appraisal & Development process, and other related issues and data maintenance in SAP.** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent have the ability to act independently, maintain consistent and regular attendance, communicate effectively both orally and in writing, establish and maintain the confidence and cooperation of others, use good judgment, open mindedness, flexibility and tact, and maintain confidentiality. The specific essential duties are:** **As a subject-matter generalist, serves as HR Assistant within the Division of Engineering (DOE) by completing complex analytical assignments as assigned by the SI for the various Branches and Offices within DOE. Applies principles, practices and trends of personnel administration and makes recommendations to SI on a wide variety of administrative and program-related problems. Responsible for ensuring that each assignment is performed using completed staff work principles and is vetted through the established ASB chain with minimal direction. Independently evaluates the more complex recruitment efforts by evaluating reclassifications of positions, allocations, alternatives, negative consequence and short and long term impacts, and then making recommendations to SI and/or ASB Manager Follows established DWR Hiring Processes and ensures timely completion by creating advance actions, reviews duty statements against class specifications and makes changes if appropriate after obtaining approvals of hiring supervisor, follows established DWR Personnel and Exams policies as well as civil service rules and regulations, participates on interview panels as directed, reviews questions and makes**

SUPERVISOR'S STATEMENT:	**I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Alannah M Chapman	➢	

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)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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	recommendations, ensures integrity of interview, ensures that only eligible candidates are interviewed, that interviews and offers made are conducted within the allotted time frames and that offers both tentative and final are given only after receiving appropriate levels of approval. As Division liaison with Personnel Analyst, responds timely to questions, addresses any requested changes, updates files to ensure most recently approved documents are maintained. Responsible for ensuring that all necessary new hire paperwork and appropriate and authentic documents are obtained, forms are thoroughly completed on most recent revised forms, and that appropriate authorized signatures are obtained. Responsible for ensuring confidentiality of hiring process and reviewing and entering confidential employee information. Accurately, timely and completely inputs information into SAP, correcting errors, and running periodic reports to ensure data is correct. Maintain correct, timely and detailed log of transactions in spreadsheets or database.
35%	**Regarding performance issues, notifies SI and ASB Manager as soon as possible of potential performance issues. Follows Department established policies and guidelines. Maintains confidentiality of any investigation, only sharing info as directed. May be requested by SI or ASB Manager to assist in the more complex performance management resolution, including but not limited to providing information on preventative measures, after performing completed staff work make recommendations regarding informal performance actions (such as counseling and corrective), formal adverse actions, rejections on probation, Merit Salary Adjustments (MSA) denials, review of Appraisal & Development (A&D) packages. On behalf of SI and ASB Manager and as directed, may aid in investigations by conducting interviews, drafting statements, fact checking, analyzing facts, drafting responses for ASB chain review, putting together packages including preparing documents for which the action is based for such actions, and coordinating review with the Legal Office, Employee Health Services, and Human Resources Office regarding Division responses. Monitor probation report compliance, MSA's, and Range Changes and inform SI of personnel issues. As directed, assist with A&D process to ensure that A&D's are reviewed and performance issues are addressed appropriately, update duty statements, assist with training issues, and may coordinate compliance report for Division ensuring timely submission to chain.**
10%	**Administratively support DOE in complying with the following requirements. Update and maintain confidential emergency contact info on both a real time basis for ongoing changes and annually ensure info is distributed to appropriate management members and maintain confidentiality of information. On an annual basis, during annual A&D process, responsible for timely coordination and distribution of annual forms needed for authorization to drive privately owned vehicles, Employee key policies, and Special Handling of Pay warrants. Responsible for accurately and timely processing of terminations of employment ensuring that Division does not have to pay penalties, processes and coordinates leave of absence requests. Runs at least monthly zdun reports, analyzing for anomalies. Maintains integrity of data in SAP by adding and delimiting objects on loan, ensuring appropriate SAP accesses are given and on a timely basis so that employees may perform assigned tasks, coordinates vehicle accident reports, coordinates card entry, etc. Regarding reorganization efforts, conducts analysis of reorg impacts, analyze and make recommendations to SI and ASB Manager. Prepare for review, reorg docs such as org charts, worksheets, duty statements, draft memos announcing changes, input approved changes on a**

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	timely basis into SAP. On a monthly basis maintain DOE org charts, and coordinate funds org charts.
10%	**Prepare as needed drafts for review of directed reassignment letters, perform analysis of per diem versus moving and relocation and short term per diem memos. Coordinate Public Affairs Office requests for info for retirees. Coordinate response for annual management development program, and annual awards and citations. Compile and analyze data using ad hoc and other reporting features of SAP and develop such data into reports for Division Management. Reports may relate to personnel administration, organizational administration, and/or other administrative items. Enter on a real time bases information into Division vacancy reports and maintain up-to-date, complete and accurate information. Provide prompt Family Medical Leave notifications per DWR policy. As directed, coordinate with the Department's Human Resources Office, Employee Health Services, and other Divisions and Offices to monitor and ensure the Division is in timely compliance with rules and regulations regarding workers' compensation and reasonable accommodation. Ensure that Division managers and supervisors are provided appropriate documentation in a timely manner in the event of work related illness or injury. As directed, act as liaison with Employee Health Services as main point of contact. Develop, coordinate, update and maintain Division policies and procedures regarding Administrative Services to ensure compliance with mandated rules and regulations; submit for review to chain of command and implement as directed.**
10%	**Prepare for review prior to Division Manager review, annual Division exam plan by analyzing current vacancies, potential future vacancies and types of skill sets and classifications needed to carry out DOE's mission. Review exam request forms to ensure Subject Matter Experts (SME)'s and SSR's provided are appropriate level. Coordinate availability of SME's and SSR's. May be required to coordinate with the Department's Exams Unit to reschedule or rearrange scheduled exams to accommodate the changing needs of the Division. Ensure that evaluation of exam requested take into account timely scheduling of any pending Training and Development assignments, Temporary Authorizations (TAU)'s, limited term appointments, etc. Coordinate and maintain up-to-date and complete DMV Pull Notices for employees as directed by SI. Using DMV Vehicle Code book, review driving records, identify infractions, and provide recommendations to SI/ASB Manager and then work with supervisors regarding written notification of infractions to review with employee; also recommend to SI or ASB Manager appropriate course of action such as additional training, etc. May need to provide assistance in other administrative areas of ASB during peak periods. This may require driving a vehicle on public roadways. May act for SI during periods of absence as necessary.**
	OTHER RESPONSIBLITIES
	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

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	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 CalOES 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, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department ' s Administrative Orders. **SPECIAL REQUIREMENTS** **Incumbent must have the ability to use word processing, spreadsheet and database software.** **Travel to field offices and project headquarters may be required including overnight travel which includes having to use State or personal vehicles.** **Must possess a valid California driver's license when conducting State business requiring driving a vehicle.** **Must maintain confidential information and provide information in same fashion.** **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.**