JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Supervisor I	**0653-4800-500**	**50000778**	**2**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DBS/BASB/Management Analysis**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☑ **01**	☐	☐

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☑ Supervisory ☐ Lead Person	**Kevin Canant**	**Manager II**

APPROVED BY (Personnel Analyst's Name)	DATE
Marissa Arriaga	**10/12/26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the general direction of the Manager II, incumbent is responsible for planning, organizing, and directing the functions of the Management Analysis and Mail and Scanning Services sections. Incumbent ensures consistency with the changing business environment, encourages and supports continuous improvement of business processes and provides advice and consultation to departmental staff on all aspects of Department policy, procedure and organizational structure.**
	ESSENTIAL FUNCTIONS **This position requires that the incumbent exercise a high degree of initiative and independent judgment, work cooperatively with others; and maintain regular, consistent, and predictable attendance and exercise good judgment. The specific essential duties are but are not limited to:**
25%	**Engage and collaborate with Administrative and Program business areas, working with various levels of staff, including Deputy Directors or Director, to provide oversight, consultation, and guidance with the creation, editing, or retirement of enterprise-wide policies and procedures; review and advise on State and departmental policies and rules and the administration of these rules and formulation of Department policy; responsible for oversight of analytical studies and provide supporting documentation, as requested by Department management; owners of and responsible to maintain and develop the Department's Administrative Manual, Key Policies, Delegation Order system, Department of Water Resources (DWR) reorganization process, Water Resources Memorandums, and Enterprise Process Guides. Business owner of the Department's Policies and Procedures ServiceNow library; manage staff to administer the ServiceNow library to best serve the Department; responsible to upload to/remove enterprise-wide policies and procedures from the ServiceNow library.**
25%	**Enterprise Policy and Procedure Transformation: Responsible for the progression and implementation of the Department's enterprise policy and procedure transformation, to include Management Analysis' automated solution using the Department's Policies and Procedures ServiceHub library and SharePoint; perform project management, change management,**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Kevin Canant	➢	

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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Percent of Time	*Activity*
	research and evaluation of best business practices, analytical studies to determine departmental needs and requirements; develop policies and procedures, define or re-define business processes, procedures, guidelines, staffing, and perform outreach and training in support of Management Analysis and DWR Divisions/Offices; ensure consistency with the changing business environment; encourages and supports continuous improvement of business processes.
25%	**Scanning and Mail Services Functions: Manage the work of the Scanning and Mail Services unit, which is responsible for enterprise scanning and mail service functions. Provide guidance to the unit supervisor to maintain an efficient and effective mail and messenger service (internal and external) for the Department through ongoing evaluation of mail operations and providing maximum adaptability to organizational changes.**
25%	**Manager Role: Plan, supervise, direct, and evaluate the work of analytical, technical, and administrative staff. Provide mentoring, coaching, guidance, and support. Review, monitor, and approve attendance reports and/or absence requests. Work with staff to determine training needs and approve training requests. Evaluate staff performance and prepare ongoing staff evaluations, probation reports, and annual performance evaluations in a timely manner. Counsel staff regarding attendance and work performance deficiencies if needed, take corrective action as appropriate. Conduct Section staff meetings to share information. Meet individually with staff to discuss assignments and performance. Plans, organizes, and establishes priorities, reviews work products, and regularly assesses workload distribution in all areas of the Management Analysis Section. Effectively resolves issues. Develop and manage a budget. Responsible to compile information, and develop and conduct presentations to Management, Executive Management, and the Department's Governance Board; attend meetings on behalf of the Branch Manager. May require in State travel on roadways.**
	SPECIAL REQUIREMENTS **Must possess a valid Class C driver's license as travel throughout the State may be required.**
	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.
	OTHER RESPONSIBILITIES **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 DWR Director and/or 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,**

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Vacant	**TBD**	**DBS/BASB/Management Analysis**

Percent of Time	*Activity*
	field inspection, coordination, and assist agencies such as 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. **Knowledge of: Procedures and policies; the State Administrative Manual, Code of Regulations; modern office methods and procedures; business process management and improvement principles, practices, and methods and skill in their application to the business process needs of organizations; change management principles, practices, and methods and skills in its application to the needs of the Department.** **Skills to effectively energize/motivate staff; ensure cooperation and participation to create a team environment that shares in the Department's vision, strategies, and implementation of the vision. Ability to: operate at a high level of customer service, recognizing the various service needs of the many Divisions/Offices in the Department statewide, and being flexible to meet those needs; establish and maintain cooperative relationships; analyze situations and take effective action; evaluate existing enterprise policy and procedure management practices and define procedures to meet the requirements of the Department; communicate effectively, both orally and in writing and in front of large and small groups; prepare concise, comprehensive reports and recommendations including policy and procedural analysis; interpret and apply Government Code, policies, and procedures; work independently and consistently meet deadlines, goals, and objectives; negotiate and compromise; strong supervisory and teambuilding skills; deal with multiple priorities, meet short timelines when necessary, and handle varying and sometimes large workload volumes.** **ADDITIONAL REQUIREMENTS Proficiency in the use of a personal computer, using Microsoft Office suite of software and electronic data processing systems such as SAP, SharePoint, and ServiceNow will be required to complete the majority of the duties.**