

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

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| CLASSIFICATION<br><b>Analyst II</b>                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | DWR POSITION NUMBER<br><b>0750-5393-004/0750-5393-005</b> | SAP POSITION NUMBER<br><b>50000684/50000704</b>                      | MCR<br><b>1</b> |
| APPOINTEE<br><b>Vacant</b>                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SAP PERSONNEL NO.<br><b>TBD</b>                           | DIVISION/SECTION<br><b>DHR/PSB/Payroll Services/Position Control</b> |                 |
| COLLECTIVE BARGAINING IDENTIFIER<br>Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R01</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |                                                                      |                 |
| RESPONSIBILITIES EXERCISED<br><input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Lead Person                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | IMMEDIATE SUPERVISOR (Print)<br><b>Mia Flores</b>         | SUPERVISOR'S CLASSIFICATION<br><b>Supervisor I</b>                   |                 |
| APPROVED BY (Personnel Analyst's Name)<br><b>Tammy Geer</b>                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           | DATE<br><b>10/13/2026</b>                                            |                 |
| <i>Percent of Time</i>                                                                                                                                                                                                         | <i>Activity</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |                                                                      |                 |
| <b>35%</b>                                                                                                                                                                                                                     | <p><b>POSITION SUMMARY:</b> Under direction of the Supervisor I, performs a variety of complex analytical and technical work, and special assignments in support of administering the Department's payroll and benefits services program and acts as a staff resource performing all position control functions utilizing SAP, State Controller's Office (SCO) applications, MS Office Suite, and Adobe Acrobat. Within a team environment, provides consultation to department staff for reorganizations, establishing, reclassifying, maintaining the department's vacant and filled positions allocated to the department. Serve as a section resource in reviewing payroll and benefit documents, provide back up support to other Section analysts and Senior Personnel Specialists, and assists with various other payroll and benefit functions and special projects. Successful performance of these duties requires the incumbent to develop and maintain good working relationships with all departmental staff as well as control agency personnel.</p> <p><b>ESSENTIAL FUNCTIONS:</b> This position requires that the incumbent work cooperatively with all levels of department staff; demonstrate ethical behavior; exercise initiative and good judgment; be proficient in computer input; communicate effectively both orally and in writing when dealing with the public and employees; develop and maintain collaborative working relationships with staff and control agencies; organize and prioritize assignments; develop and maintain a working knowledge and skill related to specific tasks, methodologies, control agency laws and rules, memorandum of understandings (MOU), and SAP business processes and functionality; produce quality outcomes on concurrent multiple assignments in a timely manner, meet strict deadlines, and maintain regular, consistent, and predictable attendance. The specific essential duties are, but not limited to, the following:</p> <p><b>POSITION CONTROL:</b> Independently research, analyze, and gather data on position action requests to establish and/or reclassify positions in both SAP and SCO for the Department of Water Resources positions. Research and interpret applicable laws, rules, regulations related to position maintenance including policies and procedures from control agencies and the Department of Water Resources (DWR) and ensure position master data in SAP is accurate. Assign serial numbers in accordance with DWR's designated formatting structure and complete payroll header changes.</p> |                                                           |                                                                      |                 |
| SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |                                                                      |                 |
| SUPERVISOR'S NAME (Print)<br><b>Mia Flores</b>                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SUPERVISOR'S SIGNATURE<br>➤                               |                                                                      | DATE            |
| EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                           |                                                                      |                 |
| EMPLOYEE'S NAME (Print)<br><b>Vacant</b>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | EMPLOYEE'S SIGNATURE<br>➤                                 |                                                                      | DATE            |

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| Analyst II      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 0750-5393-004/0750-5393-005 | 50000684/50000704                         | 1   |
| APPOINTEE       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | SAP PERSONNEL NO.           | DIVISION/SECTION                          |     |
| Vacant          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | TBD                         | DHR/PSB/Payroll Services/Position Control |     |
| Percent of Time | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                             |                                           |     |
|                 | <p>Review and draft the justification and provide recommendations for items such as high-level reclassifications and reorganizations. Document and track all position changes per fiscal year and file corresponding records accordingly to maintain accurate records. Research, review, and analyze current positions and track utilizing SCO's Periodic Position Control Report. Evaluate and reconcile the monthly SCO position roster and reconcile with position information in SAP and ensure all requested reclassifications were completed by the SCO. Work cooperatively with both Division of Human Resources (DHR) staff and Administrative Officers (AO's) to correct data entry errors to maintain accurate information in both automated systems. Provide recommendations on solutions to the errors identified through the reconciliation process. Maintain frequent contact with and responds to position management related inquiries from the SCO, Department of Finance (DOF) and the Department's Budget Office staff on an as-needed basis regarding various position issues. Complete and distribute all departmental STD. 607s, Change in Established Position forms, in compliance with the SCO and DOF policies and procedures. Serve as a SAP resource to all Payroll Services staff in keying position control related changes.</p> |                             |                                           |     |
| 15%             | <p>Participate in DWR reorganization (reorg) meetings and is responsible for providing recommendations in updating/creating documents related to the reorganization process. Documents may include: updating position and organizational (org) unit change sheet (526), reorg tracking spreadsheet, notifications to SCO, position roster update, Personnel Action Request (PAR) keying instructions to Personnel Specialists. May require driving on State business. Update SAP to reflect changes made to organizational units, reporting relationships, cost center assignments, and absence internal order assignments. Create/Update new classifications within DWR in SAP. Provide SAP processing instructions and assistance to Divisions and keep accurate records of all reorganizations.</p> <p>Within a team environment, research analyze, and provide recommendations on the review of the annual position control processes including the Schedule 8 position reconciliation process, the establishment of and tracking of new Budget Change Proposal (BCP) positions, the processing of divisional reorganizations and responding to executive orders and/or control agency requirements related to all position related requirements.</p>                                                                                                      |                             |                                           |     |
| 15%             | <p>Serve as a Section resource in reviewing all Payroll Services staff payroll and benefit documents for accuracy and compliance prior to keying and/or uploading; provide guidance to all staff on various payroll and benefit and position control processes, functions, laws, rules, and regulations; and communicate with Payroll supervisors as needed. Provides back-up assistance to all Payroll Services Section analysts and Senior Personnel Specialists. Perform quality control checks in ERMS, SharePoint, and MIRS to ensure all completed payroll and benefit transactions are accurately and completely stored in accordance with record retention rules and established processes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                           |     |
| 10%             | <p>Updates the Department's Vacant Position Analysis report with tracking position vacancy and recruitment actions in SAP; gather and compiles information from SAP for distribution to AO's or DHR staff for position tracking purposes via reports, e-mail notices or memos to AO's or DHR staff.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |                                           |     |

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| Analyst II      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0750-5393-004/0750-5393-005 |                                           | 50000684/50000704   | 1   |
| APPOINTEE       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | SAP PERSONNEL NO.           | DIVISION/SECTION                          |                     |     |
| Vacant          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | TBD                         | DHR/PSB/Payroll Services/Position Control |                     |     |
| Percent of Time | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                             |                                           |                     |     |
| (cont'd)        | Extract HR data from various information systems such as the SAP database, the SCO Management Information Retrieval System (MIRS) reports utilizing FOCUS reference resources and commands, or by accessing other available resources to prepare numerous reports as requested and/or scheduled on a daily, weekly, monthly, or annual basis. Assist the other Payroll and Benefit analysts with various report requests on a rotational basis. Analyze information to create detailed reports, charts, graphs, tables, or other formats to provide factual human resources related data for the Departments management, such as, vacancy reports, payroll costs, trends, blanket, retired annuitant, intermittent, master data, etc. Prepares management reports in various formats resulting from audits or other complex issues that arise.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |                                           |                     |     |
| 10%             | <p>Under the guidance of the Supervisor I and within a team environment, complete research and analysis of CalPERS and CalHR billing and take required steps to ensure invoices are reflected accurately in the Branch budget. Research and analyze all Employment Development Department (EDD) related to Unemployment Insurance Claims and Appeals requests. Provides support with the annual Post &amp; Bid process, SCO Security records, and SCO training enrollments and other unit functions. Monitors the DWR Payroll Services mailbox emails received from SCO to forward to appropriate payroll staff member and follow-up as needed to ensure completed timely.</p> <p>Maintain a high degree of communication with all levels of management, AO's, staff, control agencies, and peers. Initiate and/or respond to routine telephone and written inquiries from staff throughout the Department, including managers, supervisors, and AOs, relating to payroll, benefit, transaction and position control issues. Write correspondence addressed to employees and/or control agencies regarding personnel/payroll issues. Contact control agencies as necessary to resolve the more complex problems or clarify a policy or procedure. Maintain and update appropriate manuals and filing of personnel documents. Attend various training classes sponsored by DWR or various control agencies. Maintains complete and accurate records for record-keeping and auditing purposes as required.</p> |                             |                                           |                     |     |
| 10%             | <p>Research complex personnel problems that arise within Payroll Services and recommend solutions. Independently reviews various control agency letters and memos and develop, and/or revise internal procedures and communicate as necessary with recommended course of action. Draft and revise desk procedures for position control desk functions and other assigned desk procedures and/or training materials.</p> <p>Assist with Payroll Services internal and external audits, internal and control agency drills, SAP projects, and the SCO Civil Service Payroll System and conduct complex and difficult special projects assigned by the Section and Branch Manager.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |                                           |                     |     |

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| CLASSIFICATION  |  | DWR POSITION NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | SAP POSITION NUMBER                       |  | MCR |
| Analyst II      |  | 0750-5393-004/0750-5393-005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | 50000684/50000704                         |  | 1   |
| APPOINTEE       |  | SAP PERSONNEL NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | DIVISION/SECTION                          |  |     |
| Vacant          |  | TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | DHR/PSB/Payroll Services/Position Control |  |     |
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| 5%              |  | <p>Collaborate with necessary staff such as SAP HR analysts and DWR’s Telework Coordinator for execution of various tasks. Draft action plan, with a timeline with set goals, deliverables, and expected results, while keeping accurate records for reporting, follow-up, and audits. Acts as back up to the SAP HR analysts in all areas such as generating monthly reports; review and resolve time evaluation nightly batch jobs, generating payroll interface tapes, SAP updates and testing.</p> <p>May act for Supervisor I’s in their absence. Represent the DHR Personnel Services Branch and Payroll Services Section at meetings and attend trainings that may require driving a vehicle on public roadways.</p> <p><b>KNOWLEDGE, SKILLS, ABILITIES</b><br/>Develop and maintain working knowledge and skill related to specific tasks, methodologies, control agency laws and rules; develop and maintain knowledge in using SAP HR modules; ability to organize and prioritize assignments; ability to handle multiple assignments in a timely and efficient manner; apply and interpret laws, rules and use reference manuals and materials issued by the State Personnel Board (SPB), California Department of Human Resources (CalHR), SCO, and the Department. Provide outstanding customer service at all times to staff, managers, supervisors, employees, and other agencies by using proper telephone and/or email etiquette, prompt follow-up methods, and courtesy in accordance with expectations set forth by the Division of Human Resources in DWR.</p> <p><b>SPECIAL REQUIREMENTS</b><br/>Must be able to communicate effectively both verbally and in writing to internal and external customers.</p> <p>Overtime may be required.</p> <p>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.</p> <p>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.</p> |  |                                           |  |     |

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| CLASSIFICATION<br><b>Analyst I</b>                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | DWR POSITION NUMBER<br><b>0750-5157-XXX</b>       | SAP POSITION NUMBER<br><b>50000684/50000704</b>        | MCR<br><b>1</b> |
| APPOINTEE<br><b>Vacant</b>                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SAP PERSONNEL NO.<br><b>TBD</b>                   | DIVISION/SECTION<br><b>DHR/PSB/PS/Position Control</b> |                 |
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| <b>35%</b>                                                                                                                                                                                                                     | <p><b>POSITION SUMMARY:</b> Under the supervision of the Supervisor I, the incumbent acts as a staff resource performing all position control functions utilizing SAP, State Controller's Office (SCO) applications, MS Office Suite, and Adobe Acrobat. Within a team environment, provides consultation regarding matters involving reorganizations, establishing, reclassifying, maintaining the department's vacant and filled positions allocated to the department, completes a variety of analytical and technical work in support of administering the Department's payroll and benefits services program, assists in reviewing payroll and benefit documents, provide back up support to other Section analysts and Senior Personnel Specialists, and assists with various other payroll and benefit functions and special projects. Successful performance of these duties requires the incumbent to develop and maintain good working relationships with all departmental staff as well as control agency personnel.</p> <p><b>ESSENTIAL FUNCTIONS:</b> This position requires that the incumbent work cooperatively with all levels of department staff; demonstrate ethical behavior; exercise initiative and good judgment; be proficient in computer input; communicate effectively both orally and in writing when dealing with the public and employees; develop and maintain collaborative working relationships with staff and control agencies; organize and prioritize assignments; develop and maintain a working knowledge and skill related to specific tasks, methodologies, control agency laws and rules, memorandum of understandings (MOU), and SAP business processes and functionality; produce quality outcomes on concurrent multiple assignments in a timely manner, meet strict deadlines, and maintain regular, consistent, and predictable attendance. The specific essential duties are, but not limited to, the following:</p> <p><b>POSITION CONTROL:</b> With guidance from the Supervisor I, analyze, review and process position action requests to establish and/or reclassify positions in both SAP and SCO for the Department of Water Resources positions. Research and interpret applicable laws, rules, regulations related to position maintenance including policies and procedures from control agencies and the Department of Water Resources (DWR) and ensure position master data in SAP is accurate. Assign serial numbers in accordance with DWR's designated formatting structure and complete payroll header</p> |                                                   |                                                        |                 |
| SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   |                                                        |                 |
| SUPERVISOR'S NAME (Print)<br><b>Mia Flores</b>                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | SUPERVISOR'S SIGNATURE<br>➤                       |                                                        | DATE            |
| EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                   |                                                        |                 |
| EMPLOYEE'S NAME (Print)<br><b>Vacant</b>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | EMPLOYEE'S SIGNATURE<br>➤                         |                                                        | DATE            |

## JOB DESCRIPTION AND POSITION CLASSIFICATION

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| CLASSIFICATION  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DWR POSITION NUMBER |                             | SAP POSITION NUMBER | MCR |
| Analyst I       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 0750-5157-XXX       |                             | 50000684/50000704   | 1   |
| APPOINTEE       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | SAP PERSONNEL NO.   | DIVISION/SECTION            |                     |     |
| Vacant          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | TBD                 | DHR/PSB/PS/Position Control |                     |     |
| Percent of Time | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |                             |                     |     |
|                 | <p>changes. Review draft justifications and organization charts and provide completed staff work to the Supervisor I to ensure compliance with requirements. Process and reconcile position changes accurately and timely.</p> <p>Document and track all position changes per fiscal year and file corresponding records accordingly to maintain accurate records. Research, review, and analyze current positions and track utilizing SCO's Periodic Position Control Report. Review monthly SCO position roster and reconcile with position information in SAP and ensure all requested reclassifications were completed by the SCO. Work cooperatively with both Division of Human Resources (DHR) staff and Administrative Officers (AO's) to correct data entry errors to maintain accurate information in both automated systems. Provide analysis and recommendations on solutions to Supervisor I. Maintain frequent contact with and responds to position management related inquiries from the SCO, Department of Finance (DOF) and the Department's Budget Office staff on an as-needed basis regarding various position issues. Complete and distribute all departmental STD. 607s, Change in Established Position forms, in compliance with the SCO and DOF policies and procedures. Serve as a SAP resource to all Payroll Services staff in keying position control related changes.</p> |                     |                             |                     |     |
| 15%             | <p>Participate in DWR reorganization (reorg) meetings and assists in updating/creating documents related to the reorganization process. Documents may include: updating position and organizational (org) unit change sheet (526), reorg tracking spreadsheet, notifications to SCO, position roster update, Personnel Action Request (PAR) keying instructions to Personnel Specialists. May require driving on State business.</p> <p>Update SAP to reflect changes made to organizational units, reporting relationships, cost center assignments, and absence internal order assignments. Create/Update new classifications within DWR in SAP. Provide SAP processing instructions and assistance to Divisions and keep accurate records of all reorganizations.</p> <p>Within a team environment, research, analyze, and provide recommendations on the review of the annual position control processes including the Schedule 8 position reconciliation process, the establishment of and tracking of new Budget Change Proposal (BCP) positions, the processing of divisional reorganizations and responding to executive orders and/or control agency requirements related to all position related requirements.</p>                                                                                                                                                                            |                     |                             |                     |     |
| 15%             | <p>Serve as a Section resource in reviewing all Payroll Services staff payroll and benefit documents for accuracy and compliance prior to keying and/or uploading; provide guidance to all staff on various payroll and benefit and position control processes, functions, laws, rules, and regulations; and communicate with Payroll supervisors as needed. Back-up all Payroll Services Section analysts and Senior Personnel Specialists in all areas such as training, control agency directives, and section activities. Perform quality control checks in ERMS, SharePoint, and MIRS to ensure all completed payroll and benefit transactions are accurately and completely stored in accordance with record retention rules and established processes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                             |                     |     |

## JOB DESCRIPTION AND POSITION CLASSIFICATION

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| CLASSIFICATION  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | DWR POSITION NUMBER | SAP POSITION NUMBER         | MCR |
| Analyst I       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 0750-5157-XXX       | 50000684/50000704           | 1   |
| APPOINTEE       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SAP PERSONNEL NO.   | DIVISION/SECTION            |     |
| Vacant          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | TBD                 | DHR/PSB/PS/Position Control |     |
| Percent of Time | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                     |                             |     |
| 10%             | <p>Updates the Department's Vacant Position Analysis report with tracking position vacancy and recruitment actions in SAP; gather and compiles information from SAP for distribution to AO's or DHR staff for position tracking purposes. This may be in the form of generating reports, e-mail notices or memos to AO's or DHR staff.</p> <p>Extract HR data from various information systems such as the SAP database, the SCO Management Information Retrieval System (MIRS) reports utilizing FOCUS reference resources and commands, or by accessing other available resources to prepare numerous reports as requested and/or scheduled on a daily, weekly, monthly, or annual basis, including reports used by the Budget Office for their annual Budget Drills and the State Water Resources Development System (SWRDS) reports. Assist the other Payroll and Benefit analysts with various report requests on a rotational basis. Analyze information to create detailed reports, charts, graphs, tables, or other formats to provide factual human resources related data for the Departments management, such as, vacancy reports, payroll costs, trends, blanket, retired annuitant, intermittent, master data, etc. Prepares management reports in various formats resulting from audits or other complex issues that arise.</p>                                                                                                                                                                                                                                      |                     |                             |     |
| 10%             | <p>Under the guidance of the Supervisor I and within a team environment, complete research and analysis of CalPERS and CalHR billing and take required steps to ensure invoices are reflected accurately in the Branch budget. Research and analyze all Employment Development Department (EDD) related to Unemployment Insurance Claims and Appeals requests. Provides support with the annual Post &amp; Bid process, SCO Security records, and SCO training enrollments and other unit functions. Monitors the DWR Payroll Services mailbox emails received from SCO to forward to appropriate payroll staff member and follow-up as needed to ensure completed timely. Research personnel problems that arise and provide suggested options.</p> <p>Maintain a high degree of communication with all levels of management, AO's, staff, control agencies, and peers. Initiate and/or respond to routine telephone and written inquiries from staff throughout the Department, including managers, supervisors, and AOs, relating to payroll, benefit, transaction and position control issues. Write correspondence addressed to employees and/or control agencies regarding personnel/payroll issues. Contact control agencies as necessary to resolve the more complex problems or clarify a policy or procedure. Maintain and update appropriate manuals and filing of personnel documents. Attend various training classes sponsored by DWR or various control agencies. Maintains complete and accurate records for record-keeping and auditing purposes as required.</p> |                     |                             |     |
| 10%             | <p>Review various control agency letters and memos and develop, and/or revise internal procedures and communicate as necessary. Draft and revise desk procedures for position control desk functions and other assigned desk procedures and/or training materials.</p> <p>Assist with Payroll Services internal and external audits, internal and control agency drills, SAP projects, and the SCO Civil Service Payroll System and other special projects assigned by the Section and Branch Manager.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                     |                             |     |

## JOB DESCRIPTION AND POSITION CLASSIFICATION

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| CLASSIFICATION  |  | DWR POSITION NUMBER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | SAP POSITION NUMBER         |  | MCR |  |
| Analyst I       |  | 0750-5157-XXX                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | 50000684/50000704           |  | 1   |  |
| APPOINTEE       |  | SAP PERSONNEL NO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | DIVISION/SECTION            |  |     |  |
| Vacant          |  | TBD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  | DHR/PSB/PS/Position Control |  |     |  |
| Percent of Time |  | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                             |  |     |  |
| 5%              |  | <p>Collaborate with necessary staff such as SAP HR analysts and DWR’s Telework Coordinator for execution of various tasks. Draft action plan, with a timeline with set goals, deliverables, and expected results, while keeping accurate records for reporting, follow-up, and audits. Acts as back up to the SAP HR analysts in all areas such as generating monthly reports; review and resolve time evaluation nightly batch jobs, generating payroll interface tapes, SAP updates and testing.</p> <p>May act for Supervisor I’s in their absence. Represent the DHR Personnel Services Branch and Payroll Services Section at meetings and attend trainings that may require driving a vehicle on public roadways.</p> <p><b>KNOWLEDGE, SKILLS, ABILITIES</b><br/>Develop and maintain working knowledge and skill related to specific tasks, methodologies, control agency laws and rules; develop and maintain knowledge in using SAP HR modules; ability to organize and prioritize assignments; ability to handle multiple assignments in a timely and efficient manner; apply and interpret laws, rules and use reference manuals and materials issued by the State Personnel Board (SPB), California Department of Human Resources (CalHR), SCO, and the Department. Provide outstanding customer service at all times to staff, managers, supervisors, employees, and other agencies by using proper telephone and/or email etiquette, prompt follow-up methods, and courtesy in accordance with expectations set forth by the Division of Human Resources in DWR.</p> <p><b>SPECIAL REQUIREMENTS</b><br/>Must be able to communicate effectively both verbally and in writing to internal and external customers.</p> <p>Overtime may be required.</p> <p>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.</p> <p>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.</p> |  |                             |  |     |  |