JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Supervisor I	**840-300-4800-502**	**50096412**	**2**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant		**DISE/ Admin and Budget Branch**

COLLECTIVE BARGAINING IDENTIFIER

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

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☑ Supervisory ☐ Lead Person	**Jennifer Leavitt**	**Manager I**

APPROVED BY (Personnel Analyst's Name)	DATE
Jennifer Greathouse	**10-14-26**

Percent of Time	*Activity*

POSITION SUMMARY

Under the general direction of the Administrative and Budget Branch Manager, the Supervisor I serves as the Division of Integrated Science and Engineering's Change Management Supervisor and lead coordinator for Division-wide organizational change initiatives, operational improvement efforts, and contract administration activities. The incumbent provides leadership, direction, and oversight to staff responsible for supporting change management, business process improvement, contract administration, reporting, and organizational transition activities.

The position serves as the Division's central resource for planning, coordinating, implementing, and sustaining organizational changes, including reorganizations, operational improvements, policy implementation, workflow modernization, return-to-office initiatives, and other strategic projects impacting Division operations. The incumbent works closely with executive leadership, managers, subject matter experts, and external partners to assess impacts, develop implementation strategies, establish communication plans, monitor progress, and ensure successful adoption of new processes and organizational structures.

The incumbent oversees staff responsible for contract administration and quality control activities, ensuring compliance with State and Departmental requirements while maintaining effective contract tracking, reporting, and post-award administration. In addition, the position leads the development and implementation of operational dashboards, performance metrics, workflow management systems, and reporting tools that support transparency, accountability, and data-driven decision making throughout the Division.

The position exercises a high degree of independence and judgment in resolving complex administrative and operational issues, managing competing priorities, facilitating collaboration across organizational boundaries, and ensuring Division initiatives are implemented effectively and consistently.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Jennifer Leavitt	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
Vacant	➢	

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Percent of Time	*Activity*
	ESSENTIAL FUNCTIONS
35%	**Change Management Leadership and Organizational Transformation** **Serves as the Division's lead for planning, coordinating, and implementing organizational change initiatives that support Division priorities, operational effectiveness, and strategic objectives. Leads and oversees staff responsible for supporting change management efforts, ensuring projects are implemented consistently, communicated effectively, and successfully adopted across the organization. Coordinates Division-wide initiatives including organizational restructures, policy and procedure changes, operational improvements, workflow redesigns, return-to-office and hybrid work initiatives, new business processes, and other organizational transitions. Works closely with leadership, managers, subject matter experts, and external partners to assess impacts, identify risks, develop implementation strategies, establish timelines, and ensure successful execution of change initiatives. Facilitates external partners engagement, planning meetings, workgroups, and implementation teams by tracking decisions, monitoring action items, resolving barriers, and ensuring accountability throughout the change process. Develops and oversees communication strategies, guidance documents, standard operating procedures, training materials, and other resources necessary to support staff and managers through organizational changes. Monitors implementation progress, evaluates outcomes, identifies areas requiring corrective action, and leads continuous improvement efforts to strengthen organizational readiness and adoption of future changes. Oversees the collection and analysis of data, metrics, and feedback to measure the effectiveness of change initiatives and provide recommendations to leadership. Provides strategic support to Division leadership during major organizational initiatives by coordinating activities, preparing reports and briefing materials, tracking milestones, and ensuring changes are implemented in a structured, well-documented, and sustainable manner. Serves as a resource to managers and staff by providing guidance, consultation, and problem-solving assistance related to organizational change and operational improvement efforts.**
25%	**Contract Administration and Operational Oversight** **Provides leadership and oversight for the Division's contract administration program to ensure contract activities are completed efficiently, consistently, and in compliance with State laws, regulations, Department policies, and procurement requirements. Supervises and directs staff responsible for contract administration activities including contract development, quality control review, approval routing, invoice processing, contract modifications, deliverable tracking, records management, and reporting. Oversees the administration of complex contracts by monitoring contract status, deliverables, expenditures, funding levels, periods of performance, and contractor compliance. Ensures contract files are complete, accurate, and audit-ready, and works proactively with staff to identify and resolve contract issues, performance concerns, and operational risks. Serves as the primary liaison between Division staff, contractors, the Division of Business Services, and external partners on contract-related matters. Provides guidance and consultation to managers and staff, facilitates communication among partners, and ensures contract actions are processed accurately and timely. Leads the development and continuous improvement of contract intake, tracking, and workflow processes to improve accountability, transparency, and efficiency. Establishes standardized procedures, performance measures, and tracking systems that provide**

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Percent of Time	*Activity*
25% cont.	**leadership with visibility into contract activities and support informed decision-making. Reviews and approves reports, analyses, and recommendations prepared by staff, and provides strategic oversight for operational improvement initiatives related to contract administration and business processes. Supports Division leadership by preparing reports, monitoring performance metrics, and identifying opportunities to strengthen contract management practices and operational effectiveness.**
20%	**Business Process Improvement, Reporting, and Operational Analytics** **Leads the development, implementation, and continuous improvement of Division-wide business processes, operational reporting systems, dashboards, and workflow tracking tools that support organizational effectiveness and data-driven decision-making. Supervises staff responsible for collecting, analyzing, and reporting operational data and ensures reporting tools provide accurate, timely, and meaningful information to management. Works collaboratively with Division leadership, administrative staff, and technical resources to identify process inefficiencies, evaluate business needs, and develop solutions that improve consistency, accountability, and service delivery. Oversees the creation and maintenance of dashboards, performance measures, workload tracking systems, and reporting tools that provide visibility into Division operations and support strategic planning efforts. Monitors operational trends, evaluates program performance, and provides recommendations to leadership regarding process improvements, resource allocation, and organizational efficiencies. Ensures reporting systems, procedures, and documentation remain current and adaptable to changing business needs and organizational priorities.**
15%	**Supervision and Staff Development** **Provides full supervisory responsibility for assigned staff, including planning, organizing, directing, and evaluating work activities to ensure program goals, objectives, and service expectations are achieved. Establishes priorities, assigns workload, monitors performance, and ensures work products are completed accurately, timely, and in accordance with applicable laws, regulations, policies, and procedures. Provides leadership, coaching, mentoring, and professional development opportunities to staff while fostering a collaborative, accountable, and customer-focused work environment. Conducts performance evaluations, addresses performance concerns, identifies training needs, approves leave requests, and implements appropriate personnel actions consistent with Department policies and collective bargaining agreements. Promotes employee engagement, teamwork, and continuous improvement by encouraging innovation, problem-solving, and knowledge sharing among staff. Ensures employees have the resources, guidance, and support necessary to successfully perform their duties and contribute to organizational goals.**
5%	**Strategic Planning and Branch Vision Support** **Supports Branch leadership in developing, communicating, and advancing Branch goals, priorities, and strategic initiatives. Assists in evaluating organizational needs, identifying emerging challenges and opportunities, and recommending strategies that improve operational effectiveness and support Division objectives. Participates in strategic planning efforts, organizational**

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Percent of Time	*Activity*
5% cont.	**assessments, and leadership discussions to ensure Branch activities remain aligned with Division priorities and long-term business needs. Monitors progress toward Branch goals, assists with performance measurement and reporting efforts, and provides recommendations for continuous improvement. Serves as a trusted advisor to leadership by contributing insights, analysis, and recommendations that support informed decision-making and organizational success.** **KNOWLEDGE, SKILLS, AND ABILITIES:** **Must have strong verbal and written communication skills; strong supervisory and leadership skills; ability to manage administrative work to achieve organizational goals and objectives; ability to manage and resolve conflicts and urgent situations; ability to act independently and maintain a high level of professional and technical expertise; stamina and ability to work at a desk and/or computer for extended periods of time and attend lengthy meetings without breaks. Must work well with varied personalities, deal effectively with the public, and demonstrate adaptability to work priority changes based on operational need.** **SPECIAL REQUIREMENTS** **Must possess ability to handle confidential and sensitive issues. Must possess a working knowledge of SAP or similar. May need to travel to various field sites which may require driving a personal or State vehicle on and/or off road. Must possess a valid California driver's license to operate a personal or State vehicle.** **All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.** **The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.** **OTHER RESPONSIBILITES** **This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during governor declared emergencies, flood, dam SWP, and other incidents and emergencies. Additionally this position may participate in emergency operations in the capacity of area teams, field inspection, coordination, and assist agencies such as CalOES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.**