JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst II	**2610-5393-013**	**50043977**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
VACANT		**O&M/So Field Division/Administrative Branch**

COLLECTIVE BARGAINING IDENTIFIER

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

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Veronica Lopez**	**Supervisor I**

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

Percent of Time	*Activity*
	POSITION SUMMARY: **Under direction of the Supervisor I, the incumbent, as the Human Resources Assistant, is responsible for performing complex and technical work related to Human Resources (HR), reorganizations and development or modification of Southern Field Division policies and procedures.** **ESSENTIAL FUNCTIONS:** **This position requires the incumbent to exercise discretion when handling confidential or sensitive issues and have the ability to maintain confidentiality in any situation. Exercise considerable independent judgment in making decisions and taking action in accordance with Government Codes, State laws, and Department policies and procedures. Must have the ability to work well and communicate effectively both orally and in writing with people at various levels, use good judgment, initiative, and tact while providing quality customer service. Must be able to multi-task, be willing to accept changes in assigned priorities based on operational needs of the Field Division, be dedicated to meeting schedules and deadlines, make clear, concise oral presentations, and maintain consistent, regular and predictable attendance. The specific essential functions are, but are not limited to:**
45%	**Human Resources: analyze, review and make recommendations on field division personnel transactions to management, perform a variety of recruitment activities, including participating on hiring interview panels. Serve as liaison with Human Resources, develop procedures, provide advice, and disseminate division policies and procedures. Analyze the field division's human resource needs on a wide variety of human resource issues, review duty statements and recommend revisions, and prepare advance and final personnel actions, obtain management approvals, as appropriate, and route to HR for final approval. Accurately input information into the SAP Human Resources Module. Analyze data and prepare personnel-related reports involving current and projected staffing division-wide; monitor vacancies and notify management of pending**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Veronica Lopez	➢	

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*
	abolishments; work with management to ensure that vacancies are filled timely and at the appropriate classification; and draft and finalize exceptional allocation justifications when needed. When necessary, establish new classifications in coordination with HR.
25%	**Utilize and monitor SAP position control system to prepare status report of positions and employees (vacancies, loaned and abolished positions, and recruitment status) as requested by management; reconcile organizational position allotments. Consult with management on the impact of restructuring of positions, duty statement revisions, and reorganizations. Analyze, recommend, and compose Human Resource documents, memorandums and reports with respect to restructuring of positions, specification revisions, reorganizations. Prepare memoranda and reports on personnel matters such as position justification, Training & Development assignments, directed reassignments, Family Medical Leave Act, California Family Rights Act, etc...; and interpret and explain Civil Service laws, rules, and procedures. May attend Administration Officer Meetings when needed.**
10%	**Responsible for planning of and assisting in the administering of the Hydroelectric Plant (HEP) series and Utility Craftsworker, Water Resources, Open-Continuous Exams. Reviews and updates the orientation and indoctrination program for new employees. Responsible for initiation of applicable documents, and maintains control of Objects on Loan. Organizes and prepares reports through SAP in order to make decisions on information collected, and then makes recommendations to the proper chain of command. Incumbent will be required to operate automotive vehicles on public roadways and travel to remote areas within the Field Division. Coordinate Field Division exam needs, analyze current and future exam needs based on attrition and workload.**
10%	**Ensures that all special certificates and license are up to date for employee differential pay to prevent over payments to employees, such as the UCW Supervisor Class A differential pay. Submits documents for Merit Salary Adjustments (MSA), including denials, while ensuring that all proper documentation has been done to support a denial of an MSA. Utilize knowledge of the Federal/State laws and regulations pertaining to Family Medical Leave, Non-Industrial Disability, and State Disability Insurance to ensure employees eligibility. Complete necessary related documents and insure that the employees are compensated correctly. Liaison between the field division employees and headquarters Human Resources' offices.**
5%	**Assists other administrative staff as necessary to provide continued service to staff at Southern Field Division and in revolving fund duties as necessary to maintain required separation of duties.**
5%	**May act in the absence of the Supervisor I. Act as back-up to other staff in the office when needed. Research and gather information for special projects as necessary. Other duties as required related to the Administration/Travel and Master Data Office.**

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APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
VACANT		**O&M/So Field Division/Administrative Branch**

Percent of Time	*Activity*
	SPECIAL REQUIREMENTS: **Strength and ability to move up to 25 pounds. Must have stamina and ability to work at a desk, computer and other office machines for extended periods of time.** **Overtime may be required, based on work needs.** **Must have valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways, travel to remote areas within the field division as necessary to perform the requirements of this position.** **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.** **Employee is required to successfully complete all safety training related to the functions of the job.** **OTHER RESPONSIBLITIES:** **This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, 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 the California Office Emergency Services and Federal Emergency Management Agency in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst I	**2610-5157-xxx**	**50043977**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant		**O&M/SFD/Administration 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	**Veronica Lopez**	**Supervisor I**

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

Percent of Time	*Activity*
	POSITION SUMMARY **Under supervision of the Supervisor I, the incumbent is responsible for all Personnel activities within the field division and perform a wide variety of technical and analytical administrative services within the field division. Provides support to the Planner/Scheduler function.**
	ESSENTIAL FUNCTIONS **This position requires that the incumbent work cooperatively with others, adjust priorities based on operational needs, maintain regular, consistent, predictable attendance, and exercise good judgment. The incumbent must have working knowledge of multiple bargaining unit provisions and contract language, appropriate laws, rules, and regulations pertaining to personnel transactions. The specific essential duties are:**
45%	**Analyze proposed personnel transactions and recommend alternatives for promotion, new hires, reinstatements, transfers, and reclass of positions. This requires comparative analyses of appropriateness of classifications and organizational impact. Make decisions on personnel transactions of average complexity. Process and maintain all Job Description and Position classification documents (DWR 525), and documents related to new hires, separations and dismissals. Inputs all human resources related data into SAP.**
35%	**Prepare SAP generated personnel reports related to current and projected staffing field division wide; develop, prepare and analyze position control reports on filled, vacant, and loaned positions; prepare and monitor reports and logs on status of personnel transactions; reconciles organizational position allotments; prepare organizational charts. Consult with local management in decisions affecting staffing, organizational changes and budget decisions using the data generated by these reports.**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Veronica Lopez	➢	

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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APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant		**O&M/SFD/Administration Branch**

Percent of Time	*Activity*
10%	**Submit documents for Merit Salary Adjustments, differential pay, and Report of Performance; analyze position control and appropriate reclassification changes; conduct orientation for new employees.**
5%	**In charge of continuous testing for the field division, including analysis of applications, comparing with minimum qualifications; coordinating written and oral exam process; proctoring and grading written exam; and chairing interview panel.**
5%	**Report writing and preparation of procedural memorandum for revisions or adoptions of State and Department policy; prepare correspondence to outside agencies, public sector, and departmental staff; attend meetings and conduct special studies, when required. Incumbent will be required to operate automotive vehicles on public roadways, travel to remote areas within the field division.**

SPECIAL REQUIREMENTS

Strength and ability to move up to 25 pounds. Must have stamina and ability to work at a desk, computer and other office machines for extended periods of time.

Overtime may be required, based on work needs. This position is not eligible for telework.

Must have valid California Class C license as incumbent will be required to operate automotive vehicles on public roadways, travel to remote areas within the field division is necessary to perform the requirements of this position.

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.

Employee is required to successfully complete all safety training related to the functions of the job.

OTHER RESPONSIBLITIES:

This position provides necessary support to the Divisions of Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, flood, dam, State Water Project, 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 the California Office Emergency Services and Federal Emergency Management Agency in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.