JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst I (Permanent Intermittent)	**2011-5393-900**	**50000933**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/AFM/HQ ASB/PO Admin&EE Support Section**

COLLECTIVE BARGAINING IDENTIFIER

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

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Vacant**	**Administrative Officer II, RA**

APPROVED BY (Personnel Analyst's Name)	DATE
Taylor Marshall	**10/2/2026**

Percent of Time	*Activity*
	POSTION SUMMARY **Under supervision of the Administrative Officer II, Resource Agency (AO II) and in a learning capacity, the incumbent is responsible for performing a broad range of consultative and analytical assignments in support of the Division of Operations and Maintenance (O&M), Administrative Services Branch (ASB). Duties include human resources management with the guidance of more senior analysts and Administrative Managers, budget/finance/contract reporting, training and travel consultation, monitoring and tracking invoices for payment, and facilities management to support the staff.**
	ESSENTIAL FUNCTIONS **This position requires the incumbent to work cooperatively with others; maintain consistent, regular, and predictable attendance; and exercise sound judgment. The position also requires the incumbent to use independent judgment in performing a variety of analyst and administrative support tasks to meet critical deadlines. The specific essential duties are, but not limited to, the following:**
30%	**Assists with reviewing, editing, and making recommendations to Administrative Officer or HR Assists on Division personnel transactions. Under the HR Assists, analyze, prepare, review, and edit less complex HQ advances and final actions for accuracy involving backfills, position reclassifications, in-place promotions, appointments to designated managerial and supervisory or confidential positions, out-of-class assignments and acting assignments. Under the lead HR Assists, research, prepare, and compose human resources justifications and correspondence such as duty statements, position justifications, and memos. Perform a variety of recruitment activities, including addressing applicant inquiries as the point of contact for Power Operations Management (POM) position advertisements and participating as the human resources representative for interview panels. Route actions to the Division of Human Resources (DHR) for final approval; input accurate information into the SAP human resources module; serve as liaison with the DHR. In collaboration with lead HR Assist(s), determine proper compliance with departmental human resources policies and O&M procedures.**

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

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

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	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst I (Permanent Intermittent)	**2011-5393-900**	**50000933**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/AFM/HQ ASB/PO Admin&EE Support Section**

Percent of Time	*Activity*
20%	**Utilize and monitor SAP position control system. Track data for routing and submittal of personnel reports such as probation reports, annual appraisal and developments, staff range changes, and merit salary adjustments. Coordinate the completion of personnel forms such as new hire, orientation, and separation documents, and leave forms. Manage HQ DMV and vehicle reports, spreadsheets, and DMV Employer Pull Notice Program. Provide Family & Medical Leave Act (FMLA) and Workers Compensation (WC) notices to employees as needed. Provide assistance with other O&M HR Assistant personnel duties as needed. Assist in conducting research to interpret and provide background and supporting information on Civil Service laws, classification standards, bargaining units, department policies, rules, and regulations for Program needs and requests. With guidance, ensure compliance of internal office and Division procedures as well as assist in facilitating needed improvements.**
20%	**Serve as the assistant administrator for Dynamic Education, Learning, and Training Application (DELTA); review and prepare conference and training request forms to ensure compliance with the Department of Water Resources (DWR) Training Office, Enterprise Process Guides, D.E.L.T.A. , and other applicable policies, procedures, and regulations. Create and maintain document training and travel activity event tracker using Excel with consistency and accuracy. Arrange payment for conference and training attendance, and secure documentation as necessary. Attend annual Training Workshop and other meetings to stay abreast of changing policies and procedures in Training, Requisitioning, Travel, and Correspondence functions. Utilize SAP to book employees into DWR specific training classes; create requisition for contracted outside training vendor; enroll employee(s) in course once Purchase Order for class has been received; create service entry sheets to pay training invoices. Duties may also require research on new training vendors and completion of new vendor forms. These activities will require travel on public roadways by automobile to training sites within Sacramento.**
15%	**Serve as the time management analyst, complete auditing of time records for HQ ASB supported programs; maintain confidential employee records; post and audit data into the SAP system; run SAP reports and identify discrepancies and resolve issues. Advise Office staff on time reporting procedures and the appropriate use of PM Orders, Work Breakdown Structures, and Cost Centers.**
10%	**Under the guidance of the lead analyst, provide backup analytical for O&M information technology planning, procurement, and asset management activities. Assist with maintaining the IT Acquisition Plan (ITAP) and related documentation; organize procurement files; obtain vendor quotes; and support IT purchasing and renewals in accordance with Department, DTS, and State policies. Coordinate with DTS staff on equipment configurations, technical specifications, delivery, and asset tracking, including inventory updates and lifecycle documentation for hardware and software. Provide routine guidance to O&M staff on established ITAP processes and procedures as proficiency is developed. Utilize Microsoft Office applications to prepare reports, maintain records, and support facilities management and related operational activities as assigned.**

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APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/AFM/HQ ASB/PO Admin&EE Support Section**

Percent of Time	*Activity*
5%	**Analyze Branch administrative, facilities, and office operations requirements to assess staffing, space, equipment, technology, access, and service needs; evaluate operational impacts, constraints, and alternatives; coordinate with Facilities, IT, program staff, and O&M managers to assess proposed solutions; and develop recommendations to support office functionality, continuity of operations, and efficient workflow. Analyze administrative processes, service requests, correspondence, records, and document-control practices to identify deficiencies, assess priorities, and recommend improvements to operational efficiency, information flow, and records retrieval.** **KNOWLEDGE, SKILLS, AND ABILITIES** **The incumbent must have a working knowledge of varied policies and procedures; be familiar with departmental programs in order to analyze and interpret issues; be able to analyze problems and take effective action; work with tight time constraints and handle changing priorities; and communicate effectively both orally and in writing with strong presentation and training skills. Must also be able to operate computer equipment; work independently and work well with other people and varied personalities; multi-task; and recognize and accept changes in assigned priorities, based on operational needs.** **SPECIAL REQUIREMENTS** **Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. Employee is required to successfully complete all safety training related to the functions of the job. 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 (DWR) 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 RESPSONSIBILITIES** **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 Cal OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.**

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Analyst II (Permanent Intermittent)	**2011-5393-900**	**50000933**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/AFM/HQ ASB/PO Admin&EE Support Section**

COLLECTIVE BARGAINING IDENTIFIER

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

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Vacant**	**Administrative Officer II, RA**

APPROVED BY (Personnel Analyst's Name)	DATE
Taylor Marshall	**10/2/2026**

Percent of Time	*Activity*
	POSTION SUMMARY **Under direction of the Administrative Officer II, Resource Agency (AO II) the incumbent is performs complex consultative and analytical assignments in support of the Division of Operations and Maintenance (O&M), Administrative Services Branch (ASB). Duties include human resources management, budget/finance/contract reporting, training and travel consultation, monitoring and tracking invoices for payment, and facilities management to support the staff.**
	ESSENTIAL FUNCTIONS **This position requires the incumbent to work cooperatively with others; maintain consistent, regular, and predictable attendance; and exercise sound judgment. The position also requires the incumbent to use independent judgment in performing a variety of analyst and administrative support tasks to meet critical deadlines. The specific essential duties are, but not limited to, the following:**
35%	**Is the Subject Matter Generalist in compiling recommendations to management on Division personnel transactions. Initiate advances and final actions per Program requests and urgent needs for the Division. Analyze, prepare, review, and edit the Actions for accuracy involving backfills, position reclassifications, in-place promotions, appointments to designated managerial and supervisory or confidential positions, out-of-class assignments and acting assignments. Independently research, prepare, and compose complex human resources justifications and correspondence such as duty statements, position justifications, and memos. Is the Subject Matter Generalist of recruitment activities, which includes addressing recruitment-related inquiries as the point of contact for HQ position advertisements and participating as the human resources representative for interview panels. Input accurate information into the SAP human resources module; serve as liaison with the DHR. Consult and advise management and staff to determine proper compliance with departmental human resources policies and O&M procedures.**

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

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

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
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APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/AFM/HQ ASB/PO Admin&EE Support Section**

Percent of Time	*Activity*
25%	**Utilize and monitor SAP position control system. Is a specialist at running position related reports and analyzing them for vacancy trends for Division needs and potential problems and compliance issues. Prepare status reports and justifications of positions and employees regarding vacancies, loaned and abolished positions, and recruitment status, and reconcile organizational position allotments. Consult with management on the impact of restructuring positions, revising duty statement, and reorganizations. Monitor and oversee routing and submittal of personnel reports such as probation reports, annual appraisal and developments, staff range changes, and merit salary adjustments. Analyze the reports for potential performance management concerns and needs. Coordinate the completion of personnel forms such as new hire, orientation, separation documents, and leave forms. Manage HQ DMV and vehicle reports, spreadsheets, and DMV Employer Pull Notice Program. Provide Family & Medical Leave Act (FMLA) and Workers Compensation (WC) notices to employees as needed. Provide assistance with other O&M HR Assistant personnel duties as needed.**
20%	**Serve as the assistant administrator for Dynamic Education, Learning, and Training Application (DELTA); review and prepare conference and training request forms to ensure compliance with the Department of Water Resources (DWR) Training Office, Enterprise Process Guides, D.E.L.T.A. , and other applicable policies, procedures, and regulations. Create and maintain document training and travel activity event tracker using Excel with consistency and accuracy. Arrange payment for conference and training attendance, and secure documentation as necessary. Attend annual Training Workshop and other meetings to stay abreast of changing policies and procedures in Training, Requisitioning, Travel, and Correspondence functions. Utilize SAP to book employees into DWR specific training classes; create requisition for contracted outside training vendor; enroll employee(s) in course once Purchase Order for class has been received; create service entry sheets to pay training invoices. Duties may also require research on new training vendors and completion of new vendor forms. These activities will require travel on public roadways by automobile to training sites within Sacramento.**
10%	**Provide analytical support for O&M information technology planning, procurement, and asset management activities. Assist with maintaining the IT Acquisition Plan (ITAP) and related documentation; organize procurement files; obtain vendor quotes; and support IT purchasing and renewals in accordance with Department, DTS, and State policies. Coordinate with DTS staff on equipment configurations, technical specifications, delivery, and asset tracking, including inventory updates and lifecycle documentation for hardware and software. Provide routine guidance to O&M staff on established ITAP processes and procedures as proficiency is developed. Utilize Microsoft Office applications to prepare reports, maintain records, and support facilities management and related operational activities as assigned.**

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Vacant	**TBD**	**O&M/AFM/HQ ASB/PO Admin&EE Support Section**

Percent of Time	*Activity*
10%	**Analyze Branch administrative, facilities, and office operations requirements to assess staffing, space, equipment, technology, access, and service needs; evaluate operational impacts, constraints, and alternatives; coordinate with Facilities, IT, program staff, and O&M managers to assess proposed solutions; and develop recommendations to support office functionality, continuity of operations, and efficient workflow. Analyze administrative processes, service requests, correspondence, records, and document-control practices to identify deficiencies, assess priorities, and recommend improvements to operational efficiency, information flow, and records retrieval.**

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent must have a working knowledge of varied policies and procedures; be familiar with departmental programs in order to analyze and interpret issues; be able to analyze problems and take effective action; work with tight time constraints and handle changing priorities; and communicate effectively both orally and in writing with strong presentation and training skills. Must also be able to operate computer equipment; work independently and work well with other people and varied personalities; multi-task; and recognize and accept changes in assigned priorities, based on operational needs.

SPECIAL REQUIREMENTS

Must be willing to work sometimes outside of normal business hours, travel, and stay overnight in various locations throughout the State of California. Employee is required to successfully complete all safety training related to the functions of the job. 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 (DWR) 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 RESPSONSIBILITIES

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 Cal OES and FEMA in disaster work, including performing fieldwork to complete damage survey reports for droughts, flooding, earthquakes, and other emergencies. This position may also serve in one of the sections as established in the Incident Command System to assist the Department in performing its emergency preparedness, response, recovery, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.