

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Analyst II		DWR POSITION NUMBER 0210-5393-002	SAP POSITION NUMBER 50000227	MCR I
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION DFS/Administration/Travel & Master Data	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☐ Supervisory Related BU: ☐ Confidential Related BU: ☒ Rank and File BU: R01				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Theresa Nunez	SUPERVISOR'S CLASSIFICATION Supervisor I	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 10/22/2026	
<i>Percent of Time</i>	<i>Activity</i>			
45%	POSITION SUMMARY Under direction of the Supervisor I, the incumbent is responsible for performing complex and technical work related to Human Resources (HR) and budget development. 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 Code, 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 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: Serves as Human Resources (HR) Assistant for Division of Fiscal Services (DFS). Analyze, review and make recommendations on division personnel transactions to management, perform a variety of recruitment activities, including participating on interview panels. Serve as liaison with Human Resources and DFS Management, develop procedures, provide advice, and disseminate division policies and procedures. Analyze the 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 abolishments; work with management to ensure that vacancies are filled timely and at the appropriate classification. When necessary, establish new classifications in coordination with HR. 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.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Theresa Nunez		SUPERVISOR'S SIGNATURE ➤		DATE
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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35%	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 memorandum and reports on personnel matters such as position justification, T&D assignments, directed reassignments, Family Medical Leave Act, California Family Rights Act, etc.; interpret and explain Civil Service laws, rules, and procedures. Consult and advise supervisors concerning employee performance appraisals and corrective or adverse actions which may require coordination between Legal and Labor Relations to obtain concurrence on proposed actions. Keep track of when probation reports are due and notify supervisors; update objects on loan. Attend AO Meetings. Develop and coordinate budget preparation for both general management and line staff within the Division of Fiscal Services office using OneStream. Prepare, analyze, review, and submit completed budget schedules and supporting documents for division to assure procedural compliance with the requirements of the Department, the Department of Finance, the Legislative Analyst's office, and staff from the State Legislature. Monitor, report, recommend and control expenditures, commitments, and balances associated with organizational and program cost centers, including internal orders within the SAP environment each period. Prepare reports and documentation for audit purposes. Research, develop, and improve procedures and reports from data extracted from SAP to prepare complex spreadsheets for supervisor's review. Provide recommendations to Office, Branch, and Section Chiefs in preparing program component statements, budget change proposals, and other pertinent budget-related documents with minimal input from program managers. Work directly with the Division's Office, Branch and sections Chiefs, administrative staff and Department's Budget Office.				
15%	Coordinate Division exam needs, analyze current and future exam needs based on Division attrition and workload. Coordinate with the Department Exam Unit to reschedule or rearrange scheduled exams to accommodate the changing needs of the Division. As Division DMV Pull Notice Coordinator, obtains DMV records of Division employees who drive while on State business. Using DMV Vehicle Code book review driving record and identify infractions, provide supervisors written notification of infractions to review with employee. Adds and deletes employees as needed to the pull notice program. Notifies Administrative Officer of issues that may require disciplinary action.				
5%	May act in the absence of the Administrative Officer. Act as back-up to other staff in the office. 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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	KNOWLEDGE, SKILLS, AND ABILITIES Strong customer service skills, ability to work independently and cooperatively with internal and external customers, exercise good judgment. Apply organizational skills in order to prioritize work assignments, possess good analytical and interpersonal skills, the ability to communicate orally and in writing with various department and field division staff. Knowledge of the SAP HR and FM Modules and utilizing the SAP display roles and reports. Proficient in Microsoft Word and Excel. 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. 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.			