JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst III	**0120-5402-xxx**	**50000087/50001575**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**Executive Division / Internal Audits Office**

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	**Mabel Lun**	**Supervising Management Auditor**

APPROVED BY (Personnel Analyst's Name)	DATE
Nicholas Miskovich	**10/26/2026**

Percent of Time	*Activity*

POSITION SUMMARY

Under general direction of the Supervising Management Auditor, the Analyst III conducts independent administrative investigations into allegations of wrongdoing by Department employees, contractors, and grant recipients.

ESSENTIAL FUNCTIONS

The position requires that the incumbent have the ability to: Reason logically and creatively and utilize a variety of analytical techniques; develop and evaluate alternatives; gather and analyze facts and evidence; draw valid conclusions; communicate effectively; prepare written documents and accurate investigation reports; follow written and oral instructions; establish and maintain cooperative working relationships with law enforcement agencies, legal staff and others.

The incumbent must possess the skills to perform, plan, organize and direct investigatory work; conduct effective investigations and interviews; be familiar with and utilize effective chain of custody procedures and be familiar with levels of proof and apply them in the appropriate manner. The incumbent should fully understand the difference between the administrative, civil, and criminal investigations and procedures.

The incumbent must also be able to develop, organize, prioritize, and manage multiple investigations, work plans, and other assignments or tasks; provide guidance and constructive feedback; analyze situations accurately, think and act quickly in emergencies, and take an immediate and effective course of action. The incumbent must maintain a high level of professional tact, diplomacy, integrity and trustworthiness commensurate with the responsibilities; maintain consistent and regular attendance; and work under time constraints. The incumbent must be able to use a personal computer and utilize Word, Excel, Access, and other computer applications as required.

The specific essential duties are, but are not limited to, the following:

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Mabel Lun	➢	

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*
45%	**Conducts objective and independent administrative investigations into allegations of wrongdoing by Department employees, contractors, and grant recipients. Interviews witnesses, complainants, and subjects to gather information for use in planning and investigating. Obtains, maintains, and analyzes evidence to make and support sound conclusions which may be used in administrative actions and/or referred to law enforcement agencies as needed; develops and implements investigation plans; conducts and completes investigations; maintains accurate master investigation case files; provides technical assistance and training to others; cooperates with and secures the assistance of federal, State, and local law enforcement agencies as needed; develops and maintains effective relationships with internal and external partners; prepares clear, concise, and accurate documents and reports detailing investigation activities and findings; and performs other related duties as assigned by the Supervising Management Auditor. These duties will require driving a vehicle on public roadways and/or uneven terrain.**
20%	**Works closely with the Office of the General Counsel staff on the status and findings of investigations, which may include responding to public information requests. Makes oral and written presentations to internal parties, such as Executive staff.**
20%	**Develops and maintains administrative investigation procedures, working with the Management Analysis Office to develop any necessary Enterprise Process Guides related to investigations. In consultation with the Training Office, develops, conducts, and evaluates training for Department supervisors and managers in administrative investigation procedures.**
15%	**Develops and maintains a clear understanding of State and Department policies. Recommends policies related to administrative investigations for review and approval by the Supervising Management Auditor or other members of management, as appropriate.**
	OTHER RESPONSIBILITIES **This position provides necessary support to the Divisions of Integrated Regional Water Management, Flood Management, Safety of Dams, Operations and Maintenance, Engineering, and/or the Public Affairs Office during Governor declared emergencies, drought, 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 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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Percent of Time	*Activity*
	SPECIAL REQUIREMENTS **Must possess a valid driver's license as travel by vehicle throughout the State is required. Approximately 30 percent travel is required to conduct investigations at field offices at various sites within the State.** **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.**