JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst I	**0550-5157-xxx**	**50001215**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DTS-IT Business Management**

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	**Helen Chau**	**Information Technology Manager I**

APPROVED BY (Personnel Analyst's Name)	DATE
Estevez Contreras	**10/28/2026**

Percent of Time	*Activity*

POSITION SUMMARY

Under supervision of the Information Technology Manager I in the Division of Technology Services, IT Business Management Office, the Analyst I performs analytical assignments of average difficulty in a broad spectrum of administrative services to the IT Business Management Section and the Division of Technology Services Manager. This position serves as liaison to the Division of Human Resources and Office of Civil Rights. Incumbent must adhere to all Departmental IT Governance Standards and IT Policies as set by the Department's Manager of the Division of Technology Services.

ESSENTIAL FUNCTIONS

This position requires that the incumbent work cooperatively with others; maintain regular, predictable, and consistent attendance; exercise good judgment; provide excellent service to internal and external customers; and complete assigned projects and tasks on time at a level commensurate with the position classification. The incumbent must demonstrate the following: respect for coworkers and managers by being courteous, considerate, and professional; openness and trust by being straightforward, listening respectfully, sharing information, and being receptive to new ideas; and accountability by taking responsibility for one's own actions/inaction and the subsequent outcomes.

SPECIFIC DUTIES:

SUPERVISOR'S STATEMENT:	**I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Helen Chau	➢	

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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Analyst I	**0550-5157-xxx**	**50001215**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DTS-IT Business Management**

Percent of Time	*Activity*
40%	**Serves as Human Resources (HR) Analyst for the Division of Technology Services (DTS). Assist with personnel administration activities; analyzes, reviews, and prepares personnel documents including job advertisements, duty statements, and corresponding class specifications and memoranda for hiring, promoting and transferring of employees in conformity with Civil Service regulations, equal employment, and upward mobility, policies and procedures; maintains and enters confidential employee information including personnel transactions; analyzes and accurately inputs information into Human Resources module of SAP. Assist with facilitating the Division's recruitment and on-boarding process; assists Administrative Officer (AO) and hiring supervisors on eligibility of candidates and appropriate techniques of conducting hiring interviews. Assist with researching laws, rules, government code and Department procedures as they apply, and work with AO to ensure policies and procedures are adhered to accordingly.**
35%	**Works with AO and other analyst in generating complex data; provide assistance to analyze, prepare, and develop broad reports that relate to personnel and organizational administration, budget and expenditure administration, IT acquisition plan administration, as well as other data gathering and reporting tasks. Support the establishing and monitoring of the Division's position control and HR vacancy reports; assist developing reports for management. Maintain Division's personnel transaction log and update organizational charts. Analyze and prepare documents for restructuring of positions and reorganization procedures in collaboration with the AO. Monitor and track range change eligibility and assist in facilitating the process. Functions as the Division's Telework Analyst and Liaison to coordinate the telework agreement process and provide assistance to ensure compliance with DWR and Statewide Telework policies. Support the development of, coordination, and maintenance of the Division's administrative service policies and procedures.**
15%	**Assist the Division's Employee Health and Wellness Liaison to monitor and ensure the Division is in compliance with rules and regulations regarding workers compensation, reasonable accommodation, and leave of absence (LOA). Coordinate with AO to prepare personnel memoranda and reports as appropriate; assist in preparing modified duty memos to meet requested accommodations and/or preparation of response if accommodations cannot be made. Supports AO in coordination with the Legal Office, Human Resources Office, Labor Relations, and Office of Civil Rights as appropriate for confidential and sensitive matters such as formal and informal disciplinary actions, and discrimination or sexual harassment complaints in conformance with State rules and regulations.**
10%	**Assist with the annual appraisal and development process. Coordinates Division DMV Pull Notice and obtains DMV records of Division employees who drive while on State business. Adds and deletes employees as needed to the pull notice program. Serve as back-up to other office staff as needed. Perform other assigned duties that fall within the scope of this classification to support the ITBM team.**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst I	0550-5157-xxx	50001215	1

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	TBD	DTS-IT Business Management

Percent of Time	*Activity*
	SPECIAL REQUIREMENTS **Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts (These are accounts assigned to an employee that require privileges over-and-beyond the standard user production account, e.g. system administrator, applications administrator, domain administrators). Incumbent must maintain strict confidentiality when participating in any e-discovery or forensics type of activities, or any other situations where discretion is required.** **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.** **May be required to work overtime hours and travel to various locations throughout the State of California when requested.** **KNOWLEDGE, SKILLS AND ABILITIES** **Knowledge of:** **-Human Resources processes and procedures** **-Memorandums of Understanding** **-CALHR and other State control agencies rules and regulations** **-Microsoft Office (Word, Excel, Outlook and Visio)** **Skills to:** **-Interact with various levels of staff and management** **-Interpret and apply laws, policies, and regulations** **-Explain rules and Departmental policies and procedures to others** **Ability to:** **-Develop logical conclusions, analyze data, and recommend appropriate action** **-Originate and develop new solutions** **-Work cooperatively with others** **-Present ideas and information effectively, both orally and in writing** **-Handle multiple priorities and meet short deadlines**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst II	**0550-5393-001**	**50001215**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DTS-IT Business Management**

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	**Helen Chau**	**Information Technology Manager I**

APPROVED BY (Personnel Analyst's Name)	DATE
Estevez Contreras	**10/28/2026**

Percent of Time	*Activity*

POSITION SUMMARY

Under the direction of the Information Technology Manager I in the Division of Technology Services, IT Business Management Office, the Analyst II independently performs complex technical analytical assignments in a broad spectrum of administrative services to the IT Business Management Section and the Division of Technology Services Manager. This position serves as liaison to the Division of Human Resources and Office of Civil Rights. Incumbent must adhere to all Departmental IT Governance Standards and IT Policies as set by the Department's Manager of the Division of Technology Services.

ESSENTIAL FUNCTIONS

This position requires that the incumbent work cooperatively with others; maintain regular, predictable, and consistent attendance; exercise good judgment; provide excellent service to internal and external customers; and complete assigned projects and tasks on time at a level commensurate with the position classification. The incumbent must demonstrate the following: respect for coworkers and managers by being courteous, considerate, and professional; openness and trust by being straightforward, listening respectfully, sharing information, and being receptive to new ideas; and accountability by taking responsibility for one's own actions/inaction and the subsequent outcomes.

SPECIFIC DUTIES:

SUPERVISOR'S STATEMENT:	**I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**	
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Helen Chau	➢	

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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Analyst II	**0550-5393-001**	**50001215**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DTS-IT Business Management**

Percent of Time	*Activity*
40%	**Serves as Human Resources (HR) Analyst for the Division of Technology Services (DTS). Advises and makes recommendation on varied and difficult personnel administration activities; analyzes, reviews, and prepares personnel documents including job advertisements, duty statements, and corresponding class specifications and memoranda for hiring, promoting and transferring of employees in conformity with Civil Service regulations, equal employment, and upward mobility, policies and procedures; maintains and enters confidential employee information including personnel transactions; analyzes and accurately inputs information into Human Resources module of SAP. Facilitate the Division's recruitment and on-boarding process; advises hiring supervisors on eligibility of candidates and appropriate techniques of conducting hiring interviews. Research laws, rules, government code and Department procedures as they apply, and work with Division Management and Supervisors to ensure policies and procedures are adhered to accordingly.**
35%	**Responsible for generating complex data; analyzing, preparing, and developing broad reports that relate to personnel and organizational administration, budget and expenditure administration, IT acquisition plan administration, as well as other data gathering and reporting tasks. Establish and continuously monitor Division's position control and HR vacancy reports; develop reports for management. Maintain Division's personnel transaction log and update organizational charts. Analyze, recommend, and prepare documents for restructuring of positions and reorganization procedures. Monitor and track range change eligibility and facilitate the process. Functions as the Division's Telework Analyst and Liaison to coordinate the telework agreement process and ensure compliance with DWR and Statewide Telework policies. Develop, coordinate, update and maintain the Division's administrative service policies and procedures. Performs various complex and difficult research and analysis on special projects/studies as they relate to the Division of Technology Services.**
15%	**Serves as the Employee Health and Wellness Liaison to monitor and ensure the Division is in compliance with rules and regulations regarding workers compensation, reasonable accommodation, and leave of absence (LOA). Coordinate with Administrative Officer (AO) to prepare personnel memoranda and reports as appropriate; prepares modified duty memos to meet requested accommodations and/or prepares response if accommodations cannot be made. Coordinates with AO, Legal Office, Human Resources Office, Labor Relations, and Office of Civil Rights as appropriate for confidential and sensitive matters such as formal and informal disciplinary actions, and discrimination or sexual harassment complaints in conformance with State rules and regulations. Ensure management is informed and in compliance with labor laws, departmental labor policy and procedures and programs.**
10%	**Facilitate and monitor the annual appraisal and development process. Coordinates Division DMV Pull Notice and obtains DMV records of Division employees who drive while on State business. Adds and deletes employees as needed to the pull notice program. Serve as back-up to other office staff as needed. Perform other assigned duties that fall within the scope of this classification to support the ITBM team.**

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Analyst II	**0550-5393-001**	**50001215**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DTS-IT Business Management**

Percent of Time	*Activity*
	SPECIAL REQUIREMENTS **Incumbent shall maintain strict confidentiality in regard to departmental data and systems, identity management, system accounts, and information security items that they have access to via any assigned privilege accounts (These are accounts assigned to an employee that require privileges over-and-beyond the standard user production account, e.g. system administrator, applications administrator, domain administrators). Incumbent must maintain strict confidentiality when participating in any e-discovery or forensics type of activities, or any other situations where discretion is required.** **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.** **May be required to work overtime hours and travel to various locations throughout the State of California when requested.** **KNOWLEDGE, SKILLS AND ABILITIES** **Knowledge of:** **-Human Resources processes and procedures** **-Memorandums of Understanding** **-CALHR and other State control agencies rules and regulations** **-Microsoft Office (Word, Excel, Outlook and Visio)** **Skills to:** **-Interact with various levels of staff and management** **-Interpret and apply laws, policies, and regulations** **-Explain rules and Departmental policies and procedures to others** **Ability to:** **-Develop logical conclusions, analyze data, and recommend appropriate action** **-Originate and develop new solutions** **-Work cooperatively with others** **-Present ideas and information effectively, both orally and in writing** **-Handle multiple priorities and meet short deadlines**