JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Information Technology Associate	**0530-1401-015**	**50000519**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**Vacant**	**DTS - SAP Development and Analytics Reporting**

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	**Shivani Pramod**	**Information Technology Supervisor II**

APPROVED BY (Personnel Analyst's Name)	DATE
Estevez Contreras	**11/03/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the general supervision of the Information Technology Supervisor II/SAP Technical Operations Supervisor, the position serves as a SAP Application Developer. The position's duties and activities are performed primarily within the Software Engineering technical domain. The incumbent provides dedicated development services in support of the Department's SAP enterprise environment. The incumbent ensures the technical health, reliability, sustainability, and security of the applications supported. The position must adhere to all Department Information Technology policies and standards 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. The specific essential functions are, but are not limited to, the following:**
50%	**SAP Application Development: Engineer SAP applications following DWR coding standards, application development best practices, and industry standard Software Development Life Cycle (SDLC) methodologies. Work with business analysts and cross functional business teams to analyze complex business processes and design solutions that integrates seamlessly with the SAP Enterprise Resource Planning system. Develop complex software programs, customized code, enhancements, and fixes to support business functions and workflows. Build interfaces such as web services and data extractors for data transfer and exchange. Support the implementation of enterprise business systems. Support software development in a Service Oriented Architecture environment, when appropriate. Work with development staff to establish coding strategies,**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Shivani Pramod	➢	

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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	standards, and practices. Work with other consultants and other IT personnel to integrate enterprise applications, resolve application issues, and achieve best use of available shared services and data. Plan and track work in all phases of the SDLC as well, including system analysis, design, development, implementation, testing, and documentation.
25%	**SAP Business Intelligence Development: Develop and maintain complex reports and dashboards utilizing the SAP suite of reporting development tools, including Business Objects, Crystal Reports, ABAP, and HANA. Work closely with business analysts, line of business customers, and other teams in the formulation of data architecture and modeling. Develop and format test data. Develop and maintain data extractors for internal/external systems, data warehouses, cloud solutions, Business Warehouse and HANA for reporting purposes. Support Extract, Load, and Transformation (ETL) processes.** **The incumbent will design and develop HANA analytical Calculation Views (CVs) and produce various reports derived from these models. The role requires familiarity with SAP tables, data structures, SQL queries and the use of appropriate join conditions to support accurate and efficient data modeling.**
15%	**Test Support: Support application testing throughout the entire SDLC, including unit, system, and integration testing. Work with business analysts to develop test plans and test cases; cross functional business staff to execute the tests; and the development team to diagnose, troubleshoot, and resolve testing related issues. Analyze, modify, and validate backend data as appropriate. Diagnose, build, and Implement fixes and patches to support testing efforts.**
10%	**Special Assignments: Review deliverables for completeness, accuracy, fulfillment of requirements, and usage of standards. Conduct trainings and demonstrations. Assist other staff in diagnosing and resolving of application, system, or data related problems. Determine and create the appropriate level of technical documentation for each project. Perform other related duties as requested by Division leadership, such as: prepare general administrative documents and participate in special projects and committee work.**

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	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.** **DIVERSITY, EQUITY AND INCLUSION** **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 extended hours and travel to various locations throughout the State of California when requested.** **KNOWLEDGE, SKILLS AND ABILITIES** **Must be experienced in application framework design & development, software & system engineering, development methodologies and practices. Must demonstrate knowledge of SAP programming concepts, practices, methodologies. Experience working in application development teams and projects. Must have knowledge in the use of workbench tools to support SAP, data warehouses, and other associated development. Must have strong verbal and written communication skills, interpersonal, and problem solving skills; ability to work in large and complex technology efforts. Must have the ability to network and interface effectively with technical personnel and management; a global understanding of evolving Information Technology development trends, practices, and standards.**