JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst I	**3110-5157-XXX**	**50097832**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**DOE/ASB/DWR A&E Contracts 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	**Cody Goldthrite**	**Supervisor I**

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

Percent of Time	*Activity*
	POSITION SUMMARY **Under supervision of the Staff Services Manager I, the incumbent functions as a contract analyst, performing technical and analytical work of average difficulty for the Department-wide Architectural and Engineering (A&E) Program for Contract Manager (CM).** **ESSENTIAL FUNCTIONS** **This position requires that the incumbent maintain consistent and regular attendance, communicate effectively both orally and in writing; establish and maintain the confidence and cooperation of others, use good judgment, tact, and maintain confidentiality. The specific essential duties are:**
35%	**Provide consultation to client division CM and staff to prepare Contract and Contract Amendment documents including Request For Qualifications (RFQ) Options Checklist, DWR 9503 and 4248, Qualification Requirements, Selection Criteria, Draft Scope of Work, and the Program Contract Checklist. Coordinate edits, revisions and finalization of the contract request package with the CM for the less complex A&E Contracts. Determine statutory and contractual requirements to ensure compliance with Department policies and procedures, State Contracting Manual, Government Codes, regulations etc. as related to the preparation and review of contracts and all other necessary contract documents. Update and maintain contract database for assigned A&E contracts.** **Participate in the formulation of procedures, policies, and program alternatives, and A&E Program training materials and tools, which may require collaboration with A&E Program participants. Collaborate with lead analyst for obtaining comments and feedback, and assist in eventual roll-out of policies, procedures and guides, and training courses/workshops.**
30%	**Determine and recommend appropriate solicitation method to client CM. Make recommendations based on consultation with DWR Legal and/or research of current Department rules and regulations and State Contracting Manual and Government Codes. Draft, finalize, route,**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Cody Goldthrite	➢	

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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	advertise, and collect Statement of Qualifications (SOQ) and review of SOQ's. Schedule and facilitate pre-solicitation conference (if applicable) or assist during question-and-answer response period and distributes solicitation packages to applicants. Work with client CM/Program Managers and Program Control staff to determine if sufficient funding is in place. Input contract ads into Fi $Cal and coordinate the publishing of other ads in professional or trade publications. Confirm the availability of selected SOQ review and selection committee members and schedules the interview location and times.
25%	**Review, edit, and finalize Task Order (TO) or TO Amendments with the CM or Subject Matter Expert, if applicable. Process the approved final TO, by reviewing justifications for amendments, entering and updating all pertinent information in the A&E Contracts database, and sending approved TO to program for signatures. Provide notice to alert CM when TO's are set to expire and if the budgeted contract amount is close to being expended. Perform an administrative review of assigned DOE Contract invoices to determine if charges are in line with negotiated rates, number of hours charged are appropriate given deliverable status, time-frame for charges fits within duration stated in contract or TO's; coordinate the resolution of invoice conflicts, errors and any corrections needed, with Contractor's representative and recommend approval or denial of payment of invoice to CM. When invoices have been approved by the CM, creates service entry sheets in SAP and forwards to accounting for further processing. Perform analytical review of A&E contract invoices to determine if charges are in line with negotiated rates, number of hours charged are appropriate given deliverable status, and time-frame for charges fit within duration stated in contract or task orders (TO); coordinates the resolution of invoice conflicts, errors and any corrections needed, with CM and recommends approval or denial of payment of invoice to CM; this includes timely review; analyst works with CM and ensures that official disputes when required are handled timely and coordinates notification of disputes with Accounting. This includes working with CM to determine if payment retention should be withheld based on terms and conditions of contract and identifying retention amounts on invoice prior to submission to Accounting for payment. Maintains file of all invoices with spreadsheets to monitor and ensure that invoices do not exceed contract amount; also notifies CM when amount invoiced brings total to within 20% of contract total. Perform basic to somewhat complex mathematical functions such as multiplication, percentages, straight line projections using Excel. May be required to create electronic and written reports and findings. Using the A&E database and Microsoft programs, prepare and provide reports on contract status, contracts expenditures and other contracts statistics to Division staff and management as requested; performs continuous review of database functionality and efficacy, and proposes improvements to the CM. Documents all agreements with CM regarding payment and maintains in contract electronic file. Responsible for ensuring that escalation amount and mark-up when negotiated is correctly reflected on invoice. Responsible for coordination with CM and/or Task Order Manager (as directed by CM) regarding meeting Prompt Payment (terms 45 calendar days from receipt of invoice unless negotiated differently within contract). Takes appropriate measures and follows internal procedures to assure fiscal responsibility by monitoring all invoices to ensure that payment is made to prime contractor timely; recommends expedites and coordinates same with Accounting while documenting all notifications to CM and chain of command.**

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Percent of Time	*Activity*
10%	**Create requisition in SAP, and at appropriate time in the RFQ process, coordinate client program manager and program control office to determine if sufficient funding exists, create initial funding strip, ensure contract number and purchase order are created; coordinate these activities with appropriate DWR personnel including DOE Buyers. Ensure that purchase order is obtained at the proper time and obtain proper approvals. Prepare and provide reports on contract status, contracts expenditures and other contracts statistics to Division staff as requested. Assist with the review and analysis of proposed legislation and collaborate with full journey level staff to advise management on the impact or potential impact. May require travel on public roads utilizing and operating personal or State vehicles to deliver documents, attend training, etc., at various DWR locations. May back-up other analysts and Act for A&E Contract Section Manager or others as directed.** **OTHER RESPONSIBILITES** **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 CalOES 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, recover, and mitigation functions. These functions are established in the California State Emergency Plan and the Department's Administrative Orders.** **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.** **SPECIAL REQUIREMENTS** **Must possess a valid California driver's license when conducting State business that requires driving a vehicle. May be required to travel on public roadways including traveling to remote areas. Travel on short notice and overnight lodging will be required on some trips.** **Must be able to maintain and handle sensitive information confidentially, tactfully and professionally. A strong technical understanding of current computer hardware and software applications, particularly Microsoft Excel and Access. Good communication skills, both oral and written, are essential.** **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.**