JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst II	**3110-5393-042**	**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 direction of the Staff Services Manager I, the incumbent performs the more responsible, varied, and complex functions for the Department-wide Architectural & Engineering (A&E) Program for Contract Managers (CM) as a contract analyst. May act as a lead analyst.**
	ESSENTIAL FUNCTIONS **This position requires that the incumbent maintain consistent, regular and predictable 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 guidance and consultation to client division CM regarding new Contract and Contract Amendment documents for A&E contracts and the development and drafting of those documents all with varying difficulty and complexity with values to multi-million dollars. Make edits, provide analysis of, create revisions and responsible for finalization of the Request for Qualifications, Contract and Contract Amendment request package forms and documents as follows: A&E Analyst Worksheet, DWR 9503, Qualification Requirements, Selection Criteria, Draft Scope of Work, and the Contract Manager Worksheet with the CM. Responsible for ensuring that established time frames are met in RFQ process for analyst portions and overall tracking of each contract, contract amendment and task order for timeliness. Responsible for meeting with CM within 5 days of the request of a contract. 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. Perform final review of the A&E contracts to ensure conformance to policies and procedures before submitting to designated statutory authority for signature approval. Responsible for ensuring Form 700 notification is made to contractors in compliance with the FPPC. Update and maintain contract database for assigned A&E contracts. Ensures that Contract Transmittal, Std. 215 contains accurate and appropriate information; may draft and develop but when information is**

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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	provided from other sources ensures that information is complete and comprehensive. **May act as a lead contract analyst for the A&E program to provide guidance, training, advice and consultation to other A&E contract analysts. Provide peer review of contract packages to other A&E contract analysts. Perform research and analysis to develop draft policies, procedures, program alternatives, and A&E Program training materials and tools, which may require collaboration with A&E Program participants and responsible for obtaining comments and feedback, drafting revisions and assist in eventual roll-out of policies procedures and guides, and training courses/workshops.**
35%	**Provides quality control in A&E Program by reviewing Scopes of Work and Selection Criteria to ensure A&E is appropriate method. Make recommendations for changes to packages based on consultation with DWR Legal and/or research of current Department rules and regulations and State Contracting Manual and Government Codes. Responsible for completing A&E Analyst Worksheet and coordinating responses with CM, informing client of options and advising on best course. Also coordinates items on A&E Analyst Worksheet needing to be addressed with Legal. Draft, finalize, route, and advertise solicitation packages, collect SOQ's and assists with review of SOQ's including maintaining of confidentiality, schedule and facilitate pre-solicitation conference (if applicable) or assist during question-and-answer response period, and distributes solicitation packages to applicants. Ensure that solicitation packages are in conformance with Department and State regulations. Work with client CM/Program Managers to demonstrate that sufficient funding is in place. Input contract ads into Fi$Cal on the internet 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. Work collaboratively with the Negotiations team and CM in the drafting and development of any Additional Payment Provisions (APP) and responsible for developing, ensuring and checking with Legal as necessary as to any new language or revised language. Ensures that APP does not contain language that conflicts with the standard boilerplate provisions.**
25%	**Review, analyze, make recommendations and changes as appropriate, edit, and finalize Task Order (TO) or TO Amendments with the CM and/or the Subject Matter Expert, if applicable. within established time frames. Performs QA by confirming that TO references portion of original Scope of Work. Ensure that sufficient funds are available in Task Order by reviewing total TO commitments against total contract dollars. Reviews contract personnel changes to ensure conformance with most recent A&E procedures and implement personnel changes by utilizing that process either by amendment or personnel change letter. Process the approved final TO, entering and updating all pertinent information in the A&E Contracts database, and obtaining signatures. Provide notice to alert CM when TO's are set to expire and if the budgeted contract amount is within 80 percent of being expended. Perform timely analytical review of A&E contract invoices to determine if charges are in line with negotiated rates and time-frame for charges fit within duration 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; analyst works with CM and**

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	ensure 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. When invoices are approved by the CM, create service entry sheets in SAP and forwards to Accounting for further processing. 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 mathematical functions such as multiplication, percentages, straight line projections using Excel. May be required to create electronic and written reports and findings. 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. Create requisition in SAP, and at appropriate time in the RFQ process, coordinate release of requisition and work with client program manager and program control office to confirm existence of sufficient funding, 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 proper time and obtain proper approvals.
5%	**Prepare and provide reports on contract status, contracts expenditures and other contracts statistics as requested using the A&E database and Microsoft programs. Performs continuous review of database functionality and efficacy and proposes improvements to the Contracts Manager. Review and analyze proposed A&E legislation and 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.**
	SPECIAL REQUIREMENTS **May be required to travel on public roadways, including driving to remote areas, possession of a valid California Driver's License may be required for the operation of vehicles on public roadways to travel. Travel and overnight lodging may be required on some trips. Field inspections are often performed on rugged terrain.**
	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.

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	OTHER RESPONSIBILITIES **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, recovery, 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.**