JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst II	**2012-5393-001**	**50001516**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**O&M/ADM AFM/CMCB/Contract Services 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	**Giustina D'Amigo**	**Supervisor I**

APPROVED BY (Personnel Analyst's Name)	DATE
Taylor Marshall	**11/9/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the direction of the Manager, Contract Services Section, the incumbent performs the more responsible, varied, and complex technical and analytical contracting, procurement, and coordination of multi-million dollar contracts, critical for services and goods for O&M to maintain the State Water Project (SWP).**
	ESSENTIAL FUNCTIONS **This position requires the incumbent to take initiative and make sound decisions; reason logically and creatively; research and analyze data from multiple resources; develop and evaluate alternatives; effectively use the Department of Water Resources (DWR) database program; work under tight time constraints and handle changing priorities effectively in order to complete work assignments. Establish and maintain cooperative working relationships with multidisciplinary staff management, and others in the course of business; communicate effectively both verbally and in writing; maintain regular, consistent, and predictable attendance; and develop and maintain a comprehensive understanding of Federal, State and DWR laws, regulations, policy and procedures, particularly in the area of contracting. The specific duties include but not limited to are:**
40%	**Independently research, analyze, and coordinate the development of contracts. From initiation to execution, complete contract assignments covering a varied range of requirements and complexity, including but not limited to maintenance service, interagency agreements, equipment maintenance, information technology, and consultant contracts. Work closely with subject matter experts to develop contract justifications. Review, analyze, and format the scope of work and provide an in-depth analytical review for accuracy, completeness, and adherence to contracting laws, rules, and procedures, and under DWR's procurement authority under Senate Bill 224. Coordinate review through fellow O&M contract analysts, O&M management, DWR Office of General Counsel (OGC), Contract Services (Business Services Division), and the Department of General Services as needed. Consult with Contracts Services (BSD) and the OGC staff to determine the most appropriate and expedient method of contracting, based on program's needs. Assist in developing and maintaining**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Giustina D'Amigo	➢	

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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	reports and spreadsheets which identify areas that need improvement, convey current contract workload activity and pertinent information about O&M active contracts. Update internal website (PAMO/SB224 website) with current contract procedures, checklists, contract packages and other contract related information. Gather and provide supporting documentation for Public Records Act requests, bid protests, etc., as requested by other DWR divisions.
25%	**Prepare initial contract documents (DWR Consultant Checklist, DVBE Exemption Request, Bidding Request Memos, Bidding Exemption Request Form/Memo, etc.) and review for completeness, accuracy and technical soundness in order to ensure they are clear, concise, consistent, correct and in accordance with appropriate State and DWR requirements. Research, develop, and prepare solicitation packages such as Invitation for Bid, Request for Proposals, Request for Qualifications, and Small Business/DVBE Option; and Non-Competitively Bid Contract Request packages. Provide contracting support during the solicitation and bidding process, including facilitating pre-bid/proposal meetings with contract managers and other DWR and O&M personnel. Prepare final contract packages for review and signatures, and complete final distribution of all contract documents once executed.**
15%	**Contribute in updating contract policies and procedures for implementation; review processes and procedures for compliance and recommend changes as necessary. Analyze contract trends, data, assess effectiveness, and present findings to management. This position will require driving a vehicle on public roadways to attend meetings and contract-related events.**
10%	**Create and revise requisitions, purchase orders and outline agreements accurately and consistently within SAP. Work with O&M contract analysts, O&M's assigned Budget Office analyst, and program staff to create funding strips during the contracting process and at the end of each fiscal year, to ensure purchase orders are created in a timely basis. Assist AFM support staff with resolving SAP issues regarding service entry sheets and their associated purchase requisitions, purchase orders and/or outline agreements.**
5%	**Complete and submit Form 700 consultant reports to DWR Assistant Filing Officer with information obtained from contract managers. Gather, analyze, and prepare reports to support other DWR and State Water Project special project assignments.**
5%	**Stay appraised of new or updated laws, regulations, policies and procedures regarding the State's contracting process. Attend training as necessary.**
	KNOWLEDGE, SKILLS, AND ABILITIES **Ability to work well with other people, interact professionally and effectively with the public. Must be able to adapt to changes in priorities of assignments, based on operational needs. Must be able to work at a desk and/or computer for extended periods of time; operate a computer and have basic knowledge and experience of Microsoft Office applications.**

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	SPECIAL REQUIREMENTS **Occasional travel is required to attend meetings and training. Employee is required to successfully complete all safety training related to the functions of the job. 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 and consistent attendance is essential to the successful performance in this position.** **OTHER RESPSONSIBILITIES** **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 California Office of Emergency Services (OES) and Federal Emergency Management Agency (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.**