JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Analyst II	**1900-5393-002**	**50001484**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**SWPAO/Administrative Support Unit**

COLLECTIVE BARGAINING IDENTIFIER

Management Related BU:	Supervisory Related BU:	Confidential Related BU:	Rank and File BU:
☐	☐	☐	☑ 1

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Kimberly De Mille**	**Supervisor I**

APPROVED BY (Personnel Analyst's Name)	DATE
Sydney Mecke	**11/4/26**

Percent of Time	*Activity*
	POSITION SUMMARY **Under the general supervision of the Division Administrative Officer, the incumbent is responsible for performing complex work in a wide variety of consultative and analytical staff services assignments in the areas of budgeting and program control; contracts; and procurement and purchasing. In addition, the incumbent must be able to formulate procedures, prepare studies, reports and correspondence as required to accomplish assigned tasks; represent the Division in meetings and committees in the respective areas of responsibility; and routinely act for the Administrative Officer during his/her absence.** **ESSENTIAL FUNCTIONS** **The position requires the incumbent to: make sound decisions; take independent action; reason logically and creatively; develop and evaluate alternatives; research and analyze data and present ideas and information effectively both orally and in writing; continually consult with and advise management and others on above subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; develop and maintain journey-level knowledge of the State and departmental procedures in the above subject-matter areas; work cooperatively with others; maintain regular, consistent, and predictable attendance; and exercise good judgment. The specific essential duties are:**
30%	**BUDGET DEVELOPMENT & PROGRAM CONTROL** **As the Office's Budget & Program Control Analyst, responsible for handling budget planning and program control activities for the Division as follows: gathers funding and resource data from program managers and compiles data to determine program and organization needs for current and proposed budget years; recommends reallocation of resources or other actions as appropriate; utilizing MS Excel prepares the Division's organizational budget; assists Program Managers in preparing Budget Change Proposal documents; gathers and compiles data from SAP reports, budget documents and Program Managers for the preparation of Preliminary and Final Program Component Statements; coordinates the preparation of the service contract detail, out-of-state travel detail, Schedule 9 - Supplementary Schedule of Equipment and other documents as required;**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Kimberly De Mille	➢	

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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Percent of Time	*Activity*
	reviews budget detail for accuracy, assists Program Managers with monitoring program budgets and expenditures; and monitors the SAP system for changes in resource levels.
30%	**CONTRACT ADMINISTRATION** **As the Division's Contracts Coordinator, provides advice and assists with the preparation of complex service contracts, Interagency Agreements, Department Service Authorizations, Invitations for Bid, Requests for Proposals, and Requests for Qualifications; reviews SWPAO's contracts to ensure agreements are in accordance with appropriate State and departmental rules and regulations; consults with Contracts Office and Office of the General Counsel staff to determine the most appropriate and expedient method of contracting based on project needs; works closely with program staff in writing and/or editing contract language for clarity, conciseness and technical soundness; provides guidance and administrative assistance to staff preparing contract package, including but not limited to bid packages, advertisements in professional publications, consultant memos, task orders, DVBE documentation, sole source justification, exhibits, correspondence, notices of intent to award, and bid protests; handles the funding allocation phases of the contracting process in SAP; utilizing MS Powerpoint to presents reports, both written and oral, to management on the status of contracts and funding balances; provides support and participates in pre-bid meetings with potential bidders; reviews invoices and claims for consistency and conformance with established work agreements; tracks invoices, payments, and reimbursements to monitor contract balances and ensure compliance with the State's contracting rules and regulations regarding prompt payment provisions and small business preferences to prevent severe financial penalties for the Department; makes recommendations for correction of deficiencies and advises Program Managers on potential impacts to their programs; stays apprised of new laws and regulations regarding the State's contracting process; coordinates the preparation of the contract service detail for the annual budgeting process.**
30%	**PROCUREMENT AND PURCHASING** **As the Office's Procurement Coordinator: coordinates the procurement of all IT and commodities to ensure conformance to Department and State policies and procedures; reviews purchasing documents for accuracy and verify availability of funding; handles all procurement transactions as required in SAP; downloads and customizes information as needed to prepare budgetary and expenditure reports for Division management; researches and recommends the best possible solutions for special office purchases, including but not limited to copiers, equipment, and furniture; provides guidance to staff in preparing sole source procurement documents; provides administrative assistance to technical staff in preparing Feasibility Study Reports; ensures Department's fully executed California Multiple Award Schedule contract vendors are utilized when appropriate; and works with Accounting Office staff and vendors to resolve billing issues.**

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Percent of Time	*Activity*
10%	**SPECIAL ASSIGNMENTS** **Prepare studies, reports, and correspondence to accomplish assigned tasks. Formulate procedures and control methods. Represent the Division in meetings and on committees in areas of responsibility. Functions as Division liaison with Department organizations. Undertakes special, sensitive and/or confidential assignments as directed. May act for Administrative Officer in his/her absence.** **SPECIAL REQUIREMENTS** **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.** **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.**