

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CLASSIFICATION <b>Staff Services Analyst (General)</b>		DWR POSITION NUMBER <b>2011-5157-004</b>	SAP POSITION NUMBER <b>50043977</b>	MCR <b>1</b>
APPOINTEE <b>Vacant</b>		SAP PERSONNEL NO.	DIVISION/SECTION <b>O&amp;M/POM/Administrative Services</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R01</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Colleen Cervantes</b>	SUPERVISOR'S CLASSIFICATION <b>Administrative Officer II (RA)</b>	
APPROVED BY (Personnel Analyst's Name) <b>Jennifer Greathouse</b>			DATE <b>5-31-24</b>	
<i>Percent of Time</i>	<i>Activity</i>			
<b>40%</b>	<p><b>POSITION SUMMARY</b> Under supervision of the Administrative Officer II, Power Operations Management (POM), Administrative Services Unit (ASU), the incumbent is responsible for performing a wide variety of consultative, research, analytical and liaison duties, of average difficulty, in an administrative role, with an emphasis on Human Resources assistance.</p> <p><b>ESSENTIAL FUNCTIONS</b> This position requires that the incumbent work cooperatively with others; maintain regular, consistent, and predictable attendance; exercise good judgment, discretion and tact; communicate effectively both orally and in writing; establish and maintain the confidence and cooperation of others; and manage confidential information and processes appropriately.</p> <p>Serve as a liaison between POM and the Human Resources Office. Research and apply departmental and State human resources-related policies and procedures. Provide information, advice, and assistance on policies and procedures to staff, supervisors, and managers on a variety of less complex human resources and administrative issues in conformance with Civil Service classification standards, regulations, and memorandum of understanding. Analyze proposed personnel transactions and provide guidance for promotions, new hires, reinstatements, transfers, and reclassification activities. Produce memos, justifications, and other appropriate documents, and compile packages in support of personnel action requests. Utilize SAP for initiating and submitting transactions, and recording updates to employee and position files. Process recruitments in the Examination and Certification Online System. Assist with applicant screening, establishing interviews, and participating as an active panel member; communicate with applicants, supervisors, and human resources staff at various stages in the recruiting process; develop and distribute electronic communications to hiring supervisors and applicants. Oversee on-boarding and exiting processes, producing documents for staff and supervisors, securing equipment, establishing and suspending mobile phone lines, desk phones, voice messaging, network, and other systems and accounts; develop and document tracking records accordingly.</p>			
SUPERVISOR'S STATEMENT: <b>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Colleen Cervantes</b>		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: <b>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>		
<b>25%</b>	<p>Develop and update internal office human resources-related procedures to address current and evolving needs, and maintain desk manual. Pro-actively track and generate regular reporting on human resources related activity, including recruiting and hiring, merit salary adjustments, range changes, probationary reports; maintain records related to staffing changes, such as Re-Delegations and Duty Statements, and distribute as appropriate; support the A&amp;D process by providing historical and confidential information to staff and supervision; procure service recognition mementos. Manage the DMV pull notice program.</p>		
<b>15%</b>	<p>Back-up and coordinate with other administrative staff to provide continued services to POM, Submit service requests as necessary, including, facility requests, reasonable accommodations and ergonomic evaluations, and to resolve office-wide technology problems and failures.</p>		
<b>10%</b>	<p>Participate in training and development events, including cross training, and regularly scheduled off-site Administrative Officer meetings. Act as back-up for Administrative Officer by attending off-site Facility and Safety meetings as necessary. These activities will require local travel on public roadways.</p>		
<b>10%</b>	<p>Occasionally support clerical functions, including training, travel, document production and requisitioning processes; participate in special projects as assigned.</p>		
	<p><b>KNOWLEDGE, SKILLS, AND ABILITIES</b>            Must demonstrate customer service excellence in administrative assignment(s); strong organizational and customer service skills; and the ability to manage, present and communicate information comfortably, professionally, and appropriately. Must possess good writing, research, and analytical skills, and have ability to develop and maintain a depth of knowledge of State and DWR human resources and practices. Must work well with varied personalities, deal effectively with the public, and demonstrate adaptability to changes in work priorities.</p>		
	<p><b>SPECIAL REQUIREMENTS</b>            Must possess a valid California Driver's License with a good driving record to attend meetings and perform the duties of the position.</p>		
	<p>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.</p>		
	<p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p>		

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<i>Percent of Time</i>	<i>Activity</i>			
	<p><b>OTHER RESPONSIBILITES</b></p> <p><b>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.</b></p>			