

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Staff Services Analyst		DWR POSITION NUMBER 0680-5157-XXX	SAP POSITION NUMBER 50000768	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION Div Business Services-Purchasing Services	
COLLECTIVE BARGAINING IDENTIFIER <input type="checkbox"/> Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: RO1				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Sharmane Daniels	SUPERVISOR'S CLASSIFICATION Staff Services Manager II (Managerial)	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 2/8/24	
<i>Percent of Time</i>	<i>Activity</i>			
40%	<p>POSITION SUMMARY Under the direction of the Purchasing Services (PS) manager and the close oversight of a lead, the incumbent works in a trainee capacity to perform technical and analytical work related to non-IT procurements. Provides guidance and quality customer service to Department staff and management on non-IT commodities.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to maintain regular, consistent, predictable attendance; exercise good judgment; maintain high ethical standards; and provide quality customer service. The incumbent must work cooperatively with coworkers, Department of Water Resources (DWR) managers, supervisors, and staff; Department of General Services (DGS) and other control agency representatives; contractors; bidders; and the public to process non-IT purchase orders. The specific duties are:</p> <p>NON-IT PROCUREMENT REVIEW/PROCESSING With guidance from the PS Manager and/or a lead analyst, performs technical and analytical work associated with non-IT acquisitions for materials, supplies, and equipment. Researches, evaluates, and identifies the appropriate purchasing methodology through interpretation of applicable state laws, rules, and regulations, such as DGS, State Contracting Manual (SCM), State Administrative Manual (SAM), Public Contract Code (PCC), Government Code (GC), DWR Department Administrative Manual (DAM), DWR Procurement Manual (PM), and other guidance in conjunction with the DWR's standards and policies to determine legal and regulatory requirements, constraints, and options under DWR's delegated purchasing authority. Ensures all departmental procurement activities fully comply with state laws, appropriations, regulations, executive orders, policies, procedures, and best practices. Submits procurement packages to lead and/or peer, Purchasing Services Quality Control, vendor, DWR programs, and DGS Procurement Division (PD) for review and approvals.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Sharmane Daniels		SUPERVISOR'S SIGNATURE ➤	DATE	
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) Vacant		EMPLOYEE'S SIGNATURE ➤	DATE	

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<i>Percent of Time</i>	<i>Activity</i>		
20%	<p>Develops Request for Quotes (RFQ), scopes of work, and identifies appropriate documents required for assigned purchases. Solicits, evaluates, and awards bids to select the most cost-effective vendor to meet the needs of the Department, while ensuring CA Certified Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) procedures and priorities are correctly followed. Obtains and develops information to process purchase requests requiring prior approval or waivers from various control agencies. Evaluates whether the supplier performs a commercially useful function prior to placing orders; evaluates and negotiates fair and reasonable pricing, freight terms, and delivery schedules. Develops clear and concise justifications and specifications for purchases. Coordinates with DGS buyers and DWR end users to ensure the procurement is accomplished expeditiously. Serves as a liaison with Division of Fiscal Services to facilitate invoice payment.</p> <p>Successful completion of the DGS California Procurement and Contracting Academy (Cal-PCA) Basic Acquisition Certificate Program and Cal-PCA workshops will be required.</p> <p>As a CAL-Card cardholder, the incumbent is responsible for knowing the DGS, US Bank, and DWR policies and procedures regarding the use of the CAL-Card. Evaluates staff procurement requests and processes goods and services under \$2,500 that are within the CAL-Card guidelines. Obtains appropriate documentation, reviews, and reconciles monthly CAL-Card Statement of Account. Utilizes US Bank's Access Online system to manage and enter transaction details for approval. Submits completed monthly package to the CAL-Card Team for payment. Assists the CAL-Card Team by reviewing monthly packets for compliance with CAL-Card policy and guidelines and audit to ensure all appropriate documentation is included for payment. Works with DWR Accounting to communicate completed packages ready for processing and works to resolve any problems DWR Accounting finds with the packages. Prints and delivers final packages after Accounts Payable review.</p> <p>DATABASE AND ENTERPRISE PROCESS Evaluate and reviews requisitions for accuracy, create purchase orders using Systems, Applications, and Products (SAP) software. For each purchase order processed, enters completely, accurately, and timely all data into the SAP system, properly identifying SB/DVBE certification status, includes recycling content for all line items, is responsible to ensure FI\$Cal State Contract and Procurement Registration System data is entered accurately on the purchase order and passes the nightly batch process successfully. Utilizes the PS SharePoint and ensures that all completed procurement packages are uploaded to ERMS timely. Under the guidance of a lead analyst or the PS Manager, manages workload using SAP reports and have up to date information on all purchase orders.</p>		
15%	<p>FI\$Cal SCPRS COORDINATOR With assistance from the PS Manager and lead analyst, monitors the FI\$Cal ZSCPRS interface daily to ensure the Department is compliant with DGS policy. Reviews and analyzes data from SAP and FI\$Cal reports to ensure all department transactions are loaded into FI\$Cal correctly and timely. Identifies transactions that have not posted to FI\$Cal and reaches out to the procurement/contract</p>		

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<i>Percent of Time</i>	<i>Activity</i>		
15%	<p>analyst for completion. Works with the Division of Technology and or/FI\$Cal to streamline the process and resolve interface errors or issues. Provides training for new contract/procurement analysts.</p> <p>TRAINING AND CUSTOMER SERVICE Participates in the design, development, and implementation of hybrid (in-class and e-learning) procurement training and workshop materials for DWR and acts as co-trainer.</p> <p>Collaborates with PS colleagues and other units within DWR to ensure all materials are compliant with the Americans with Disabilities Act.</p> <p>Receives and acts on queries from departmental personnel regarding status of purchase documents. Maintains high degree of communication with management, staff, Materials Management (MM) Unit, Fiscal Services, control agencies, and peers to stay abreast of best business practices. Provides training on an as-needed basis to DWR Program staff to ensure they have the necessary knowledge and tools to submit their procurement documents correctly.</p>		
10%	<p>MISCELLANEOUS DUTIES May be required to assist with other Purchasing Services tasks such as but not limited to the Prison Industry Authority contact, Meeting Planner Account administration, Training procurement issues and purchasing, Environmentally Preferred Purchasing Program.</p> <p>EMERGENCY RESPONSE 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, State Water Project, 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 Cal OES 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.</p>		

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<i>Percent of Time</i>	<i>Activity</i>		
	<p>Special Requirements: May require periodic statewide travel to conduct training or attend meetings.</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 or remote-centered workers. Regular and consistent attendance – whether office centered or remote centered – is essential to the successful performance in this 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>KNOWLEDGE OF:</p> <ul style="list-style-type: none"> • Desktop/Laptop computer use and Microsoft Office software suite • Time management techniques to provide for efficient prioritization and completion of projects and assignments. • Research and data gathering techniques (e.g., computer assisted) to compile information for projects and assignments. <p>ABILITY TO:</p> <ul style="list-style-type: none"> • Establish and maintain cooperative working relations with staff, management, and internal/external clients. • Understand and follow oral and written instructions to carry out assignments. • Participate in and contribute to the effectiveness of a group or team. • Verbally communicate clearly and concisely. • Write memos, reports, policies, procedures, and letters using proper grammar, punctuation, and sentence structure. • Comprehend and interpret information and materials, including standards, procedures, and policies. • Apply policies and procedures in the completion of work assignments. Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of problems and issues related to the completion of work assignments. • Identify information, materials, and resources needed to complete a project or assignment. • Conduct research of various written and electronic materials to compile information 		

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate Governmental Program Analyst		DWR POSITION NUMBER 0680-5393-001	SAP POSITION NUMBER 50000768	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION Div Business Services-Purchasing Services	
COLLECTIVE BARGAINING IDENTIFIER <input type="checkbox"/> Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: RO1				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Sharmane Daniels	SUPERVISOR'S CLASSIFICATION Staff Services Manager II (Managerial)	
APPROVED BY (Personnel Analyst's Name) Kimberly Balbuena			DATE 02/08/24	
<i>Percent of Time</i>	<i>Activity</i>			
25%	<p>POSITION SUMMARY Under the direction of the Purchasing Services (PS) manager, the incumbent performs the more difficult and complex technical and analytical work related to non-IT procurements. Provides guidance and quality customer service to Department staff and management on non-IT commodities.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to maintain regular, consistent, predictable attendance; exercise good judgment; maintain high ethical standards; and provide quality customer service. The incumbent must work cooperatively with coworkers, Department of Water Resources (DWR) managers, supervisors, and staff; Department of General Services (DGS) and other control agency representatives; contractors; bidders; and the public to process non-IT purchase orders. The specific duties are:</p> <p>NON-IT PROCUREMENT REVIEW/PROCESSING Independently performs complex technical and analytical work associated with non-IT acquisitions for materials, supplies, and equipment. Researches, evaluates, and determines the appropriate purchasing methodology through the analysis and interpretation of applicable state laws, rules, and regulations, such as DGS, State Contracting Manual (SCM), State Administrative Manual (SAM), Public Contract Code (PCC), Government Code (GC), DWR Department Administrative Manual (DAM), DWR Procurement Manual (PM), and other guidance in conjunction with the DWR's standards and policies to determine legal and regulatory requirements, constraints, and options under DWR's delegated purchasing authority. Ensures all departmental procurement activities fully comply with state laws, appropriations, regulations, executive orders, policies, procedures, and best practices. Ensures departmental policies and procedures are consistent with technical procedures and all governing rules and makes recommendations to improve processes.</p> <p>Develops Request for Quotes (RFQ), scopes of work, and identifies appropriate documents required for assigned purchases. Solicits, evaluates, and awards bids to select the most</p>			
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SUPERVISOR'S NAME (Print) Sharmane Daniels		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
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Associate Governmental Program Analyst	0680-5393-001	50000768	1
APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION	
Vacant	TBD	Div Business Services-Purchasing Services	
<i>Percent of Time</i>	<i>Activity</i>		
	<p>cost-effective vendor to meet the needs of the Department, while ensuring CA Certified Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) procedures and priorities are correctly followed. Obtains and develops information to process purchase requests requiring prior approval or waivers from various control agencies. Evaluates whether the supplier performs a commercially useful function prior to placing orders; evaluates and negotiates fair and reasonable pricing, freight terms, and delivery schedules. Develops clear and concise justifications and specifications for purchases. Coordinates with DGS buyers and DWR end users to ensure the procurement is accomplished expeditiously. Serves as a liaison with Division of Fiscal Services to facilitate invoice payment.</p> <p>As a CAL-Card cardholder the incumbent is responsible for knowing the DGS, US Bank, and DWR policies and procedures regarding the use of the CAL-Card. Evaluates staff procurement requests and processes goods and services under \$2,500 that are within the CAL-Card guidelines. Obtains appropriate documentation, reviews and reconciles monthly CAL-Card Statement of Account. Utilizes US Bank's Access Online system to manage and enter transaction details for approval. Submits completed monthly package to the CAL-Card Team for payment. Assists program staff with CAL-Card requirements and analysis as needed.</p> <p>Successful completion of the Department of General Services (DGS) California Procurement and Contracting Academy (Cal-PCA) Basic Acquisition Certificate Program and Cal-PCA workshops will be required.</p>		
20%	<p>DATABASE AND ENTERPRISE PROCESS</p> <p>Analyzes and reviews requisitions for accuracy, create purchase orders using Systems, Applications, and Products (SAP) software. For each purchase order processed, enters completely, accurately, and timely all data into the SAP system, properly identifying SB/DVBE certification status, includes recycling content for all line items, is responsible to ensure FI\$Cal SCPRS data is entered accurately on the purchase order and passes the nightly batch process successfully. Utilizes the PS SharePoint and ensures that all completed procurement packages are uploaded to ERMS timely. Manage workload using SAP reports and have up to date information on all purchase orders.</p>		
15%	<p>FI\$Cal SCPRS COORDINATOR</p> <p>Monitors the FI\$Cal ZSCPRS interface daily to ensure the Department is compliant with DGS policy. Reviews and analyzes data from SAP and FI\$Cal reports to ensure all department transactions are loaded into FI\$Cal correctly and timely. Identifies transactions that have not posted to FI\$Cal and reaches out to the procurement/contract analyst for completion. Works with the Division of Technology and or/FI\$Cal to streamline the process and resolve interface errors or issues. Provides training for new contract/procurement analysts.</p>		
15%	<p>TRAINING AND CUSTOMER SERVICE</p> <p>Participates in the design, development, and implementation of hybrid (in-class and e-learning) procurement training and workshop materials for DWR and acts as co-trainer.</p>		

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<i>Percent of Time</i>	<i>Activity</i>		
10%	<p>Develops, maintains, and improves complex and diverse e-learning curriculum using PowerPoint, Visio, Adobe, and advanced authoring tools Camtasia, Captivate, and others. Collaborates with PS colleagues and other units within DWR to ensure all materials are compliant with the Americans with Disabilities Act.</p> <p>Receives and acts on queries from departmental personnel regarding status of purchase documents. Maintains high degree of communication with management, staff, Materials Management (MM) Unit, Fiscal Services, control agencies, and peers to stay abreast of best business practices. Provides specialized training on an as-needed basis to DWR Program staff to ensure they have the necessary knowledge and tools to submit their procurement documents correctly.</p> <p>PROCESS ANALYSIS AND IMPROVEMENT Conducts the more complex special projects or analytical assignments related to purchasing process improvements, or the revision or development of new forms or purchasing tools. Maintains an awareness of State procurement related policies and procedures to optimize the business function and to ensure proper design and implementation of purchasing systems and processes using the SAP software. Provides analyses and recommendations pertaining to purchasing that will assist clients, purchasing coordinators, buyers, MM staff, and accounting staff with the more complex transactions. Develop, review and update training documents such as SAP End-user Procedures, Enterprise Process Guides, DWR DAM, and PPM. Contributes ideas, revises, and creates new materials for the continuous improvement of the PS SharePoint site(s).</p>		
15%	<p>MISCELLANEOUS DUTIES May be required to assist with other Purchasing Services tasks such as but not limited to the Prison Industry Authority contact, Meeting Planner Account administration, Training procurement issues and purchasing, Environmentally Preferred Purchasing Program.</p> <p>EMERGENCY RESPONSE 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, State Water Project, 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 Cal OES 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.</p> <p>SPECIAL REQUIREMENTS May require periodic statewide travel to conduct training or attend meetings.</p>		

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<i>Percent of Time</i>	<i>Activity</i>		
	<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 or remote-centered workers. Regular and consistent attendance – whether office centered or remote centered – is essential to the successful performance in this 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>KNOWLEGE/SKILLS/ABILITY KNOWLEDGE OF:</p> <ul style="list-style-type: none"> • Microsoft Office software suite • Time management techniques to provide for efficient prioritization and completion of projects and assignments. • Research and data gathering techniques (e.g., computer assisted) to compile information for projects and assignments. <p>ABILITY TO:</p> <ul style="list-style-type: none"> • Establish and maintain cooperative working relations with staff, management, and internal/external clients. • Understand and follow oral and written instructions to carry out assignments. • provide input and advice to others on appropriate courses of action for given situations. • Participate in and contribute to the effectiveness of a group or team. • Be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines and courses of action. • Verbally communicate clearly, concisely, and appropriately for audiences with varying levels of understanding. • Write memos, reports, policies, procedures, and letters using proper grammar, punctuation, and sentence structure. • Comprehend and interpret complex information and materials, including standards, procedures, and policies. • Apply policies and procedures in the completion of work assignments. Knowledge of problem-solving techniques and processes to facilitate the identification and resolution of problems and issues related to the completion of work assignments. • Follow-up and ensure that the assignments and activities of a work team or small group are completed within established timelines. • Identify information, materials, and resources needed to complete a project or assignment. • Evaluate written materials to make recommendations for action based upon the documented data and information. • Conduct research of various written and electronic materials to compile information and data • Exercise sound judgment when making decisions in accordance with program or work unit goals and objectives 		