JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Associate Governmental Program Analyst	**0430-5393-004**	**50000496**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**Public Affairs Office/Administration Branch**

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	**Kari Carroll**	**Administrative Officer II**

APPROVED BY (Personnel Analyst's Name)	DATE
Kimberly Balbuena	**05/14/25**

Percent of Time	*Activity*
	POSITION SUMMARY
	Under direction of the Administrative Officer II, the incumbent will perform complex analytical duties for the Public Affairs Office (PAO) including the Communication and Outreach Branch, Creative Services Branch, the Assistant Deputy and the Deputy Director of Communications. This position provides oversite to a wide variety of analytical and administrative services for PAO; provides consultative services and advises management on a wide variety of subject-matter areas; develops and evaluates alternatives and serves as a resource to staff.
	ESSENTIAL FUNCTIONS
	This position requires the incumbent to work cooperatively with staff, supervisors, and management throughout the department. Maintain the confidence and cooperation of others, maintain consistent and regular attendance, communicate effectively both orally and in writing, take independent action, work independently or as part of a team, multi-task, adapt to changes in priorities, complete tasks and projects with short notice, depending on the situation, use good judgment, tact, and maintain confidentiality. The specific essential duties are:
30%	**Functioning as PAO's Purchasing Analyst, incumbent identifies the appropriate procurement mechanism for purchasing requests. Purchasing will include IT and Non-IT goods and services and adhering to Department of General Services, DWR's procurement rules, and policies. This would include finding Fair and Reasonable quotes, bids, and product research for a variety of specialized items. Works with Office Technician to coordinate and procure all general office supplies and special event procurement needs.**
	Act as a coordinator for PAO's Cal-Card holders which will include training, and answer questions, or concerns and provide guidance with purchases. Coordinate with all Cal-Card holders and conduct quality control of each package to ensure compliance with Cal-Card Program requirements and in the submission of complete and accurate documentation monthly.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Kari Carroll	➢	

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
	➢	

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Associate Governmental Program Analyst	**0430-5393-004**	**50000496**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**Public Affairs Office/Administration Branch**

Percent of Time	*Activity*
25%	**Uses independent judgment and discretion in the development of office plans and projects; acts as PAO lead for office updates, repairs and reorganizations. Consults with employees and managers to ensure needs of employees are met. Includes, but is not limited to, procuring furniture, supplies, and event/exhibit materials. Coordinates with supervisors and manager to oversee office moves and ensures the correct office configuration for an efficient work environment including modifications/requests in compliance with reasonable accommodation; responsible for telecommunications and all cell phone issues. Incumbent works directly with facility managers, building maintenance staff and supervisors to resolve building issues and complaints. Assists in organizing PAO storage and rented storage units. Maintains inventory of office keys, cell phone deployment, returns and resolves employee access issues.**
25%	**Works with Creative Services and Communications and Outreach staff on planning, developing and supporting event plans and project logistics. Ensures that each event and production situation is properly equipped with exhibit materials, supplies and equipment; and required safety equipment. This includes working with vendors, with contract moving services, DWR transportation managers, and site managers (both DWR and contractors). May require incumbent be on-site before, during and after the events to ensure equipment set up and remove is done timely and effectively; and provide assistance as necessary during the event. Responsible for organizing delivery of equipment back to PAO storage or rented storage. Acts as vehicle coordinator for PAO, ensuring all vehicle mileage tracking is entered in SAP monthly and coordinate with Division of Operations and Maintenance for timely oil changes and other repairs. Coordinate with Administrative Officer II the deployment and returns of Telematic stickers for each PAO employee.**
10%	**Serve as a SharePoint Coordinator to create and maintain PAO's SharePoint site. Work with Branch Managers to update, review, organize and develop content; review office documents to ensure all documents are up-to-date and are easy to find. Create and maintain organization of standard and digital files within the Share Drive, SharePoint, and physical storage.**
10%	**Represent PAO on the DWR Executive and Business Operations Safety Sub-Committee, provide monthly safety communications to all staff, including safety moments, and meeting notes from safety meeting. Maintain office safety compliance with yearly office safety audits, staff training and emergency planning.**

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CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Associate Governmental Program Analyst	**0430-5393-004**	**50000496**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant	**TBD**	**Public Affairs Office/Administration Branch**

Percent of Time	*Activity*
	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 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.** **SPECIAL REQUIREMENTS** **This position requires the incumbent to make sound decisions; reason logically and creatively; develop and evaluate alternatives; analyze data and present ideas and information effectively; knowledge of State and Departmental procedures in the above subject-matter areas. Demonstrated aptitude for working with computers and applications software, such as the Department's SAP system, MS Word, and Excel, SharePoint and other software applications are highly desirable. Must maintain a valid California Class C driver's license as periodic driving may be required.** **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. 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.**

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Staff Services Analyst	0430-5157-XXX	5000496	1

APPOINTEE	SAP PERSONNEL NO.	BRANCH/SECTION
Vacant	TBD	Public Affairs Office/Administration Branch

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	Kari Carroll	Administrative Officer II

APPROVED BY (Personnel Analyst's Name)	DATE
Kimberly Balbuena	6/9/25

Percent of Time	*Activity*
	POSITION SUMMARY Under supervision of the Administrative Officer II (AO II), in the Administrative Branch the incumbent will perform and provide support to the Public Affairs Office (PAO) including the Communication and Outreach Branch, Creative Services Branch, the Assistant Deputy and the Deputy Director of Communications. This position provides a wide variety of analytical and administrative services for the Office; consults with management on a wide variety of subject-matter areas; develops and evaluates alternatives and serves as a resource to staff. ESSENTIAL FUNCTIONS This position requires the incumbent to maintain the confidence and cooperation of others, maintain consistent and regular attendance, communicate effectively both orally and in writing, under the guidance of AO II take action, work independently or as part of a team, depending on the situation, use good judgment, tact, and maintain confidentiality. The specific essential duties are:
30%	Functioning as the Purchasing Analyst, this position collaborates closely with the Associate Governmental Program Analyst (AGPA) to identify the appropriate procurement mechanism for purchasing requests involving materials, supplies, equipment, and services. Responsibilities include procuring both IT and Non-IT goods such as computer hardware, software, office supplies, furniture, and a variety of contracted services. The role involves researching, evaluating, and identifying the correct purchasing methodology by interpreting applicable state laws, rules, and regulations, including the Department of General Services (DGS), State Contracting Manual (SCM), State Administrative Manual (SAM), Department of Water Resources (DWR) Department Administrative Manual (DAM), and DWR Procurement Policies and Procedures. Assist in developing fair and reasonable quotes, preparing bid solicitations, and conducting detailed product research. Coordinates with the AGPA to procure general office supplies and fulfill procurement needs related to special events. The incumbent ensures that all departmental procurement activities are carried out in full compliance with state laws, appropriations, regulations, executive orders, policies, procedures, and procurement best practices.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Kari Carroll	➢	

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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Staff Services Analyst	0430-5157-XXX	5000496	1

APPOINTEE	SAP PERSONNEL NO.	BRANCH/SECTION
Vacant	TBD	Public Affairs Office/Administration Branch

Percent of Time	*Activity*
25%	Works with Management in the development of office plans and projects; acts as PAO liaison for office updates and repairs and reorganizations. Works with employees and managers to ensure needs of employees are met. Includes, but is not limited to, procuring furniture, supplies, and event/exhibit materials. Coordinates with supervisors and manager to oversee office moves and ensures the correct office configuration for an efficient work environment including modifications/requests in compliance with reasonable accommodation; coordinates telecommunications and all cell phone issues. Incumbent works with facility managers, building maintenance staff and supervisors to resolve building issues and complaints. Coordinates and tracks inventory of office keys, cell phones and resolves employee access issues.
25%	Works with Administration, Creative Services, and Communications and Outreach staff in supporting event plans and project logistics. Ensures that each event and production situation is properly equipped with exhibit materials, supplies and equipment; and required safety equipment. This may include working with vendors, with contract moving services, DWR transportation managers, and site managers (both DWR and contractors). Incumbent may be on-site before, during and after the event to ensure equipment set up and remove is done timely and effectively; and provide assistance as necessary during the event. Acts as vehicle coordinator for PAO, ensuring all vehicle mileage tracking is entered in SAP monthly and coordinate with Division of Operations and Maintenance for timely oil changes and other repairs. Incumbent will assist PAO's Cal-Card holders with the help of the AGPA in training, and assist with questions, or concerns. Coordinate with all Cal-Card holders and conduct quality control of each package to ensure compliance with Cal-Card Program's requirements and in the submission of complete and accurate documentation monthly.
10%	Serve as a SharePoint Coordinator under the AGPA and Information Officer I to create and maintain PAO's SharePoint site. Work with Branch Managers to update, review, and develop content; review office documents to ensure documents are up-to-date and are easy to find. Create and maintain organization of standard and digital files within the Share Drive, SharePoint, and physical storage.
10%	Represent PAO on the DWR Executive and Business Operations Safety Sub-Committee, provide monthly safety communications to all staff, including safety moments, and meeting notes from safety meeting. Maintain office safety compliance with yearly office safety audits, staff training and emergency planning.

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Vacant	TBD	Public Affairs Office/Administration Branch

Percent of Time	*Activity*
	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 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. SPECIAL REQUIREMENTS This position requires the incumbent to make sound decisions; reason logically and creatively; develop and evaluate alternatives; analyze data and present ideas and information effectively; knowledge of State and Departmental procedures in the above subject-matter areas. Demonstrated aptitude for working with computers and applications software, such as the Department's SAP system, MS Word, and Excel, and other software applications are highly desirable. Must maintain a valid California Class C driver's license as periodic driving may be required. 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. 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.