

## **Principal Clerk Utility (1202) Task List 2021**

### **Supervision**

1. Plans and directs the work of subordinate clerical employees, including Administrative Clerks and Senior Administrative Clerks, in order to ensure that assignments are properly completed within established deadlines.
2. Reviews completed work of subordinate staff in order to ensure work is completed accurately and efficiently.
3. Evaluates, coaches, and counsels employees regarding their work performance in order to ensure work standards are met.
4. Responds to grievances submitted by subordinate staff by investigating the complaint, meeting with staff, and referencing the appropriate Memorandum of Understanding (MOU) in order to recommend a fair resolution to the grievance.
5. Disciplines employees by following progressive disciplinary procedures, including counseling and issuing Notices to Correct Deficiencies (NCD), in order to maintain high standards of work performance.
6. Reviews and approves requests for time off, such as vacation, sick, and personal time, in order to ensure sufficient personnel is available to meet operational needs.
7. Applies the principles of Equal Employment Opportunity (EEO), such as promoting a positive work environment, training subordinate staff on proper behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation, and providing information on promotional opportunities, in order to ensure a safe and positive work environment and to adhere to Los Angeles Department of Water and Power and City policies.
8. Conducts interviews and performance tests based on applicable Memorandum of Understanding and Civil Service procedures in order to ensure proper staffing levels are maintained.
9. Oversees or performs training coordinator duties, such as scheduling employees, arranging materials, equipment, and/or locations for training classes, and verifying the completion of forms and training.

### **Administration**

10. Directs employees in the preparation of various correspondence and forms, such as work orders, requisitions, purchase orders, interdepartmental orders, vouchers for materials, and trust fund and purchasing card documents, in order to ensure documents are prepared correctly and information is effectively communicated.

11. Analyzes and directs staff in the review of Board resolutions, contracts, trust fund guidelines, and other purchase authority documents to ensure proper disbursement of Department funds.
12. Performs or directs employees engaged in time keeping duties, including preparing timekeeping records, payrolls and paychecks, and distributing paychecks to employees, in order to ensure employees are paid timely and accurately.
13. Manages staff responsible for arranging on system and off system travel in accordance with City Controller guidelines by receiving requests, researching travel information, cost analysis, obtaining necessary approval, and arranging for cash advance and/or reimbursement in order to ensure travel is processed in accordance with Department and City policies, procedures, and guidelines.
14. Directs employees engaged in contacting vendors by telephone, email, or in person to discuss programs and obtain clarification of invoice payments for supplies and services in order to ensure accuracy of payments.
15. Reviews, develops and makes recommendations to management related to records retention, including proper indexing, filing, and control of correspondence, records and other documents, in order to ensure documents are retrievable when needed and managed in accordance with City standards.
16. Performs or directs employees engaged in accounting activities, such as researching and analyzing costs, preparing expense statements, invoices, cash receipts, and accounts payable and receivable, in order to receive and make payments for goods and services.
17. Arranges and coordinates repair and maintenance activities of Department facilities, equipment, and property, including the pricing and coding of material, labor, and equipment, in order to ensure equipment and facilities are properly maintained.
18. Directs a staff of employees involved in various retirement plan activities, such as compiling and maintaining Retirement Plan membership records, computing and checking retirement contributions, adjustments and allowances, determining eligibility for and distribution of plan benefits, processing death and disability claims, informing divisions of impending retirements, and acting as a pre-retirement counselor to department employees in order to provide retirees and the Department retirement information.
19. Oversees the processing of requests for right-of-ways, easements, and license agreements for use of Los Angeles Department of Water and Power property in order to ensure the proper guidelines are met.

20. Creates, evaluates, and revises procedures and manuals in order to ensure consistency in applying department-wide policies and standards.

### **Oral and Written Communication**

21. Advises staff, supervisors, and managers of department procedures, civil service rules, working rules, City Charter provisions, Los Angeles Department of Water and Power (LADWP) Board resolutions, MOU provisions, and other policies and rules in order to ensure the department standards are met.

22. Acts as liaison between the Department and other City and outside agencies regarding unusual occurrences, such as water main breaks, electrical fires, electrical vault explosions, and major power outages, in order to restore services, protect the safety and security of customers, employees, assets, and resources, and to prevent future occurrences.

23. Creates and updates various documents, including forms, charts/graphs, spreadsheets, and databases, by using standard office equipment and software in order to disseminate information, update management, and/or to update intranet content.

24. Provides appropriate documentation to the City Attorney's Office regarding damage claims in order to support the legal defense for Los Angeles Department of Water and Power.

### **Other related duties**

25. Establishes work processes regarding use of resources, such as equipment, forms, and software, in order to ensure resources are being used in the most efficient manner.

26. Ensures the integrity of confidential information, such as background checks, employment records, and personal information, by securing data records in accordance with Federal, State, and City policies and procedures in order to ensure that the confidentiality of employee data is maintained.

27. Attends various meetings, such as Department and staff meetings, in order to obtain information for distribution to appropriate personnel.

28. Disseminates and explains safety rules and regulations to staff in order to ensure that safety protocols are met.