



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

HUMAN RESOURCES ASSISTANT I

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 30 Job Code #: VC06
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JOB SUMMARY

This is the entry level performing Human Resources Assistant I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level learn to use professional concepts to resolve problems of limited scope and complexity; work on assignments that are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, Assistant Group, or Group Manager.

Supervision Given: None

JOB DUTIES

1. Learns and assists with the day-to-day operation within the assigned area of responsibility. May respond to human resources inquiries for assigned area of responsibility from employees and outside entities.
2. Learns and assists with preparing and reviewing a variety of correspondence, documents, files, and/or records for accuracy and completeness; ensures proper signing authority; and distributes documents to appropriate staff.
3. Learns and assists with gathering, compiling, and/or reviewing data from multiple sources for preparing correspondence, logs, reports, and other related documents. May maintain a database.
4. Learns and assists with data entry function; maintains inputs, corrects, and updates data; verifies data for accuracy and completeness.
5. Learns and assists in the requisition of materials and supplies as required; recommends the purchase of office equipment and furniture; and prepares, files, and records purchase orders.
6. May be a corporate credit card holder. Performs corporate credit card purchases, reconciliations, and creates reports.
7. Learns and assists in maintaining calendars, scheduling meetings, with making travel arrangements, and may prepare expense reports.

8. May attend and participate in a variety of meetings; prepares agendas; disseminates information to staff. May assist with special projects and assignments as needed.
9. May assist with record retention, asset tracking and salvage duties.
10. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Associate's degree from an accredited college or university in a related field; or two years of relative administrative support experience.

Required Knowledge of: Principles of data collection; principles and procedures of data entry and record keeping; English usage, spelling, and grammar and punctuation.

Required Skills and Abilities to: Perform a variety of routine administrative support duties within an assigned area; research, collect, and compile data supporting information requests from Metropolitan staff and/or the general public; respond to requests and inquiries from the general public; maintain comprehensive records, files, logs, listings and related data; assist in preparing and reviewing a variety of documents and correspondence for accuracy and completeness; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; operate office equipment including computers and supporting word processing and spreadsheet applications; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups and the public.

Certificates, Licenses and Registrations Requirements:

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Desirable Qualifications

None

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.