



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

HUMAN RESOURCES ASSISTANT II

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 34 Job Code #: VC07
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JOB SUMMARY

This is the intermediate level performing Human Resources Assistant II job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are provided established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other differences of a factual nature. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

OVERSIGHT

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

Supervision Given: None

JOB DUTIES

1. 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. 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. 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. Assists with data entry function; maintains inputs, corrects, and updates data; verifies data for accuracy and completeness.
5. 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. 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 and two years of relevant experience; or two years in a MWD Human Resources Assistant I classification.

Required Knowledge of: Methods and techniques of data collection, analysis, research and report preparation; principles and procedures of data entry, record keeping, and business letter writing; English usage, spelling, grammar and punctuation; current office procedures, methods and equipment including multi-line phones, facsimile machines, copiers, and computers.

Required Skills and Abilities to: Conduct basic research studies and prepare supporting reports and documents; learn methods and techniques used to analyze business processes; learn principles of budget preparation; learn methods and techniques used in coordinating training programs; prepare a variety of administrative and financial reports; perform a variety of administrative support duties within an assigned area; 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.