



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

HUMAN RESOURCES ASSISTANT III

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 38 Job Code #: VC08
-------------------------------	---------------------------------------------------------------	----------------------------------------------------

JOB SUMMARY

This is the journey level performing Human Resources Assistant III job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

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

Supervision Given: May act as a lead. May Coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Performs duties and responsibilities for the day-to-day operation within the assigned area of responsibility. Responds to human resources inquiries for assigned area of responsibility from employees and outside entities.
2. Prepares and reviews a variety of correspondence, documents, files, and/or records for accuracy and completeness; ensures proper signing authority; and distributes documents to appropriate staff.
3. Gathers, compiles, and/or reviews data from multiple sources for preparing correspondence, logs, reports, and other related documents. May maintain a database.
4. Performs data entry; maintains inputs, corrects, and updates data; verifies data for accuracy and completeness.
5. Requisitions 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. Maintains calendars, schedules meetings, make travel arrangements, and may prepare expense reports.
8. Attends and participates 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 four years relevant experience; or two years in a MWD Human Resources Assistant II classification.

Required Knowledge of: Methods and techniques of data collection, analysis, research and report preparation; principles and procedures of data entry and record keeping; principles of business letter writing and report preparation; 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: Perform a variety of complex duties; assist in assigned program and/or project budget administration; accurately prepare a variety of complex documents, forms and correspondence; create and maintain a variety of accurate and complex files and records; respond to request and inquiries from the general public; understand and follow verbal and written instructions; communicate clearly and concisely, both verbally and in writing; respond to request and inquiries from the general public; 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.