



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

TRAINING ASSISTANT II

Group-Section: Various	FLSA Status: Non-Exempt Bargaining Unit: ACE	Salary Grade: 34 Job Code #: VC11
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JOB SUMMARY

This is the intermediate level performing Training 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 supporting delivery of training in one or more areas of training content by scheduling sessions, registering students, and completing training records.
2. Assists in performing data entry functions; maintains, inputs, corrects and updates data; verifies data for accuracy and completeness.
3. Assists in scheduling training rooms at various facilities.
4. Assists in preparing electronic documents, training announcements and reminders.
5. Assists in preparing program materials and support documents.
6. Assists in ensuring that vendor performance meets standards and adheres to overall company policies and procedures.

7. Assists with effective administration of training processes and policies.
8. Assists with maintenance of training resources, ordering of supplies and the distributing and recording items from the training library.
9. Assists in preparing files and maintains filing of all rosters, course curriculum and related documents.
10. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A high school diploma or general education development test (GED) and five years of relevant experience; or Associate's Degree from an accredited college or university in a related field and three years of relevant experience; or Bachelor's Degree from an accredited college or university in a related field and one year of relevant experience; or two years in a MWD Administrative Assistant I classification.

Required Knowledge of: Basic principles and procedures of data entry and record keeping; English usage, spelling, grammar and punctuation; current office procedures, methods and equipment including phones, copiers, computers, and audio/visual equipment.

Required Skills and Abilities to: Perform a variety of routine administrative support duties; research, collect and compile training information; maintain comprehensive records, file, logs, listings and related data; assist in preparing and reviewing a variety of documents 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; strong customer service skills.

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

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Job Code: VC11

Adopted: 10/27/08

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Page: 2

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.