



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## TRAINING ASSISTANT I

|                               |   |  |
|-------------------------------|---|--|
| <b>Group-Section:</b> Various | <b>FLSA Status:</b> Non-Exempt<br><b>Bargaining Unit:</b> ACE | <b>Salary Grade:</b> 30<br><b>Job Code #:</b> VC10 |
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### JOB SUMMARY

This is the entry level performing Training 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 supporting delivery of training in one or more areas of training content by scheduling sessions, registering students, and completing training records.
2. Learns and assists with performing data entry functions.
3. Learns and assists with scheduling of training rooms at various facilities.
4. Learns and assists with preparing and reviewing a variety of documents and correspondence for accuracy and completeness; ensures proper signing authority; distributes documents to appropriate staff; prepares routine reports as required.
5. Learns and assists with preparation of electronic documents, training announcements and reminders.
6. Learns and assists with preparation of program materials and support documents.
7. Learns and assists with effective administration of training processes and policies.
8. Learns and assists with maintenance of training resources, ordering of supplies and the tracking of items from the training library.
9. Learns and assist 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 four years of relevant experience; or Associate's Degree from an accredited college or university in a related field and two years of relevant experience; or Bachelor's Degree from an accredited college or university in a related field.

**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 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.

Job Title: Training Assistant I  
Job Code: VC10  
Adopted: 10/27/08  
Effective: 06/30/19  
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Supersedes: 01/2010  
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**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.