

Summary of Duties: Plans, organizes and directs the work of a large group of employees engaged in a wide variety of clerical work, or a smaller group engaged in difficult and complex clerical work in the Department of Water and Power; applies sound supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities, and performs related work.

Distinguishing Features: This class is distinguished from clerical classes of comparable levels in other departments in that the work requires a knowledge of the operations, policies and procedures of the Department of Water and Power. A Principal Clerk Utility is responsible for planning, coordinating directing, assigning and scheduling all the clerical work of a small division or for a section, subsection, field office or important function in a large division. Incumbents in the class of Principal Clerk, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests. A Principal Clerk Utility is also responsible for the efficiency and effectiveness of the work of a specific unit. An employee of this class must use considerable judgment in interpreting and applying regulations, policies, and memoranda of understanding, recommending policy changes to management, organizing and implementing new or revised work procedures, participating in office automation and records management needs planning and analysis, and resolving personnel and clerical problems. This work is distinguished from that of a Senior Clerk in that it involves second level supervisory responsibilities, the performance of clerical work of greater complexity, and a broader knowledge of the regulations, policies and functions of the Department of Water and Power.

Examples of Duties: Supervises a group of employees performing special reports, statistical and cost records, cost estimates, work orders, personnel documents, time and payroll records, transportation and construction equipment records, correspondence, operating, and other records; supervises staff in the inventory of tools and materials, receiving and processing of service complaints and trouble calls, and automated records management program activities; personally performs the more

difficult assignments; assures compliance with existing price and time contracts for materials and services;

Directs employees engaged in the preparation of work orders and requisitions, maintenance of stock ledgers, pricing and coding of material documents, and checking and certifying invoices, bills and vouchers; performs or directs employees engaged in subprofessional accounting activities such as cost accounting and reporting, researching and analyzing costs, preparing expense statements, cash receipts, remittance reports, state and federal disaster claims, itemized cost statements of damages to Department facilities and accounts payable and receivable, and reconciliation of trust fund expenditures.

Determines clerical work methods and standards, establishes work priorities, and reviews and evaluates completed work for accuracy and correctness; counsels employees regarding work performance; conducts training; initiates recommendations for disciplinary action; interviews applicants for clerical positions and conducts preliminary interviews of applicants for other positions; administers the clerical bid system;

Interprets and explains administrative and personnel rules and policies, including: Civil Service Rules, Departmental Working Rules, City Charter provisions, DWP Board Resolutions and MOU provisions; prepares and updates clerical procedures, policies and manuals; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training counseling, evaluating and disciplining subordinates, assists employees in preparing for promotion as described in the City's Affirmative Action Program;

May supervise and participate in the clerical work of a field office, coordinating field clerical work with that of the central office; makes business arrangements for utility sales; determines applicable utility rates; may have responsibility for leases and rentals of Department lands and buildings in those districts controlling property; and may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of sound supervisory principles and practices relating to planning, coordinating, reviewing, scheduling, delegating, controlling and assigning work; a good knowledge of techniques of training, instructing and evaluation of subordinate work performance; a good knowledge of techniques for counseling, disciplining and motivating subordinate personnel; a good knowledge of procedures for grievance handling; a good knowledge of correct form and English usage for business correspondence and reports; a good knowledge of punctuation and grammatical usage; a good knowledge of office practices, procedures, machines, automated equipment and supplies; a good knowledge of DWP timekeeping and payroll procedures and forms; a good knowledge of basic accounting practices accounting

practices related to the Responsibility Cost Accounting System (RCAS); a good knowledge of the working rules, policies, organization and functions of the Department of Water and Power; a good knowledge of Department of Water and Power data entry and inquiry methods for automated systems throughout the department; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principle and practices; a working knowledge of memoranda of understanding as they apply to subordinate personnel, including Department of Water and Power clerical unit bidding procedures; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of City personnel rules, policies and procedures; a general knowledge of the standard procedures and practices of the Department of Water and Power in budget preparation and control, personnel administration, records management, purchasing, material control and storekeeping;

The ability to communicate orally and in writing in a clear, logical, effective and persuasive manner; the ability to develop and improve office procedures; the ability to compose letters, keep records and prepare reports; the ability to deal tactfully and effectively with employees and the public; the ability to maintain a work environment to enhance both employee morale and productivity; the ability to apply sound supervisory principles and techniques; the ability to fulfill supervisory affirmative action responsibilities as indicated with the City's Affirmative Action Program; and the ability to interpret and apply laws, ordinances, regulations, and policies.

Two years of full-time paid, experience as a Senior Clerk or in a class at least at that level which provides experience in office clerical work is required for Principal Clerk Utility.

License: A valid California driver's license and a good driving record may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodation, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.