

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

5/27/04

CHIEF CLERK PERSONNEL, 1260

Summary of Duties: Plans, coordinates, and supervises the work of a large group of clerical employees in the Personnel Department engaged in a wide variety of clerical activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; independently performs clerical work of a difficult and highly responsible nature; and does related work.

Distinguished Features: A Chief Clerk Personnel is responsible for the work of a large group of clerical employees engaged in various clerical support functions associated with personnel administration. An employee of this class is also responsible for the development and control of departmental personnel procedures, and for the supervision and administration of clerical support in the different divisions in the Personnel Department. Incumbents in the class of Chief Clerk Personnel, 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.

The work of an employee of this class is assigned in terms of general objectives and reviewed for results attained. Much of the work involved dealing with highly confidential information and materials and errors may lead to legal consequences or inefficient utilization of personnel.

Examples of Duties: A Chief Clerk Personnel:

- Plans, organizes, coordinates, and directs a large group of clerical employees;
- Supervises a large group of clerical employees engaged in preparing, processing, distributing documents and maintaining records of personnel activities such as examinations processing, appointments, transfers, suspensions, layoffs, leaves of absence, reinstatements, changes of status, restorations, and terminations;
- Gives information about examining procedures, salaries, working conditions, charter provisions, ordinances, various personnel rules, and other personnel matters to supervisors, employees, and applicants for positions;
- Researches data and composes correspondence, reports, and statistical summaries;
- Supervises, through subordinate supervisors, the processing of certifications and examinations, to insure conformance to rules, ordinances, and the Charter;
- Provides liaison with other departments and divisions involved in personnel functions;
- Communicates equal employment/affirmative action information to employees;
- Applies job related criteria in selecting, assigning, training, counseling, evaluating, and disciplining subordinates;

- Directs training and rotational programs for employees;
- May prepare budget requests; and
- May act as Custodian of Records.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Chief Clerk Personnel must have the following knowledges and abilities:

Knowledge of:

- Civil Service Commission Rules, policies, and procedures;
- Personnel record keeping procedures;
- Supervisory principles and practices including planning, delegating, and controlling the work of subordinates;
- The techniques of training, counseling, disciplining, and motivating subordinate personnel;
- Grievance handling procedures;
- The principles of public personnel administration;
- City Charter provisions, ordinances, City Administrative Office procedures, the Administrative Code, and City Attorney's Opinions as they relate to clerical processing and administration;
- Office practices, procedures, standards, and systems including filing, indexing, and cross referencing methods;
- The organization and functional responsibilities of the Personnel Department;
- Standard procedures used in budget preparation, budget control, records maintenance, and purchasing;
- Supervisory responsibility for EEO;
- Effective safety principles and practices;
- Memoranda of understanding as they apply to subordinate personnel;
- PAYSR system; and
- City based CAPS system.

The ability to:

- Plan, coordinate, and direct the work of a group of clerical employees;
- Develop record keeping procedures and systems;
- Analyze and institute improved office clerical procedures, practices, and work methods;
- Prepare and present written and oral reports;
- Deal tactfully and effectively with employees and the public; and
- Read, interpret, and communicate regarding the inputs and outputs of data processing systems.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements: Two years of full-time paid experience in a class at the level of Personnel Records Supervisor supervising a personnel records function.

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 all the duties, responsibilities and required qualifications of any position shall be.