

Principal Clerk Personnel
Task List 2026

1. Performs the full range of supervisory duties including training, developing staff; administering Equal Employee Opportunity responsibilities; conducting confidential investigations; and administering discipline.
2. Oversees staff who maintains and may personally maintain physical departmental personnel records, including I9 or legal right to work forms, records of filled and vacant positions, and results of medical examinations by organizing and filing records in employees' personnel folders, in accordance with the City of Los Angeles Records Retention Program.
3. Directly plans, organizes, communicates, and oversees the work of employees in the classification of Principal Clerk Utility and other clerical staff in their chain of command, in order to effectively execute the administration of personnel transactions and employee folders or health and dental benefits for active LADWP employees and retirees.
4. Oversees staff who processes and may personally process all personnel-related transactions in Workday such as new hires, transfers, reversions, changes of status, , leaves of absence, 1-5 day emergency appointments, temporary upgrade appointments, employment verifications and restorations to civil service lists by verifying each hire or job change for accuracy in order to ensure personnel records are accurately processed and properly maintained, and manually entering data into the system when needed.
5. Oversees staff who processes and may personally process legacy personal-related transactions in the Human Resources Management System to ensure accurate worker employment history.
6. Interprets and clarify personnel rules, policies, and procedures and authoritative documents, such as the City Charter, Civil Services Rules, LADWP Administrative manuals, and Memoranda of Understanding for Department of Water and Power employees, in order to provide guidance on these topics to LADWP divisions, and ensure proper personnel practices and procedures are upheld.
7. Oversees staff who schedules and may personally schedule matters relating to personnel-related business processes in Workday, including release dates for employee appointments, medical examinations, and appointments for health and dental benefits consultation.

8. Discusses personnel or benefit related matters with the Personnel Department, City Attorney, Labor Relations, Workday consultants, health care consultants, carrier representatives, or employee unions through e-mail, telephone, and virtual or in-person meetings, in order to effectively resolve personnel or benefit related issues with Personnel Department staff, labor relations, and City Attorney and/or to receive clarification on personnel or benefit related rules, policies, and procedures, and provide guidance on these topics to LADWP employees.
9. Prepares various personnel and health benefits reports, such as the monthly activity report, layoff lists, termination lists, census reports and seniority lists, by gathering and analyzing data from various resources, including, but not limited to Penfax, Workday, and departmental employees in order to display LADWP Personnel and Health and Dental Plan related metrics and divisional needs to departmental and management staff.
10. Provides recommendations for changes in departmental personnel and health benefits procedures by gathering and analyzing data and applying independent judgment in order to ensure the LADWP's Personnel Services and Health Plans Offices implement and maintain the most efficient, effective, and up-to-date departmental procedures.
11. Prepares and provides presentations to departmental personnel clerks, administrative staff, and managers regarding personnel-related business processes in Workday, including processes related to leaves of absence, selection processes, pay grade promotions, and internal transfers utilizing presentation applications in order to inform departmental staff of the proper practices and procedures required to process them in an effective, timely manner.
12. Serves as technical experts for the Personnel Services or Health Plans Offices to provide information to the departmental staff assigned to maintaining and enhancing Workday, Information Technology Services (ITS), and contracted vendors for the enhancement of the LADWP's current system of record for Human Capital Management (Workday).
13. Performs data validation by reviewing and reconciling personnel and/or benefit data in order to ensure accuracy and completeness.
14. Coordinates open enrollment and discusses employee health and dental benefits programs with the insurance providers, including, but not limited to, representatives from Kaiser, United Healthcare, and Delta Dental by phone, e-mail, and virtual or in-person meetings, in order to ensure that LADWP's active employees and retirees are provided with a benefits program that meet their needs.

15. Oversees staff who participates and personally participates in the onboarding process for new LADWP employees by reviewing onboarding documents and Workday tasks, taking identification photos and Livescan fingerprints, and administering employee benefits and service programs in order to onboard newly hired LADWP employees to their new positions.