

### **Task List for Principal Clerk Utility**

1. Plans, directs, coordinates (by evaluating work and delegating assignments), assigns, and schedules work, and schedules time off for subordinate personnel.
2. Determines work processes (i.e. use of equipment, forms, software, etc.), establishes work priorities and standards, and reviews completed work for correctness.
3. Creates, evaluates, and revises procedures, policies, and manuals, when necessary, through discussion with coworkers, supervisors, managers, and through analysis via hardcopy and electronic approaches (e.g. department wide, division, system, vendors etc.).
4. Directs employees in the preparation of correspondence (by utilizing office software), forms, and reports concerning personnel matters, budget, purchasing, and contracts by assigning work and reviewing for correctness; will personally perform the more complex and difficult tasks.
5. Evaluates, coaches, and counsels employees regarding their work performance in order to ensure work standards are met.
6. Directs staff (orally and written) or personally provides information and handles more difficult customer complaints and questions over the telephone or at a public counter regarding department procedures, civil service rules, working rules, City Charter provisions, and DWP Board resolutions, MOU provisions, and other policies and rules.
7. Provides recommendations to budget personnel (orally and written) related to clerical office needs (i.e. equipment, materials, and personnel) for the preparation of a preliminary budget, including preparation of routine budget documents.
8. Reviews, develops and makes recommendations to management via completion of appropriate forms on the retention or disposal of records and documents including indexing, filing and control of correspondence, records and other documents.
9. Directs employees engaged in preparation and distribution of forms such as work orders, requisitions, purchase orders, purchasing cards, trust fund, interdepartmental orders, and vouchers for materials, equipment, services, and supplies.

10. Selects candidates for employment using appropriate selection methods (i.e. interviews and performance tests) based on MOU (bid plan) and Civil Service procedures.
11. Supervises employees engaged in preparing timekeeping records, payrolls and paychecks, and distributing paychecks to employees; will perform the more complex and difficult tasks.
12. Performs or directs employees engaged in support of accounting activities (such as: cost accounting and cost reporting; researching and analyzing costs; preparing of expense statements, invoices, cash receipts, remittance reports, and accounts payable and receivable.).
13. Arranges and coordinates repair and maintenance activities of department facilities, equipment, and property including the pricing and coding of material, labor, equipment and document with appropriate City personnel or vendor.
14. Supervises the clerical activities of a field office, arranges for appropriate clerical personnel coverage, issues work orders to field crews and requisition materials, equipment and supplies for the field.
15. Applies Equal Employment Opportunity policies and principles such as; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to ensure a safe and positive work environment and adhere to City and department policies.
16. Assists managers or superintendents by maintaining electronic crew work schedules, and preparing and reviewing reports in order to properly deploy personnel.
17. Supervises a staff of employees involved in compiling and maintaining Retirement Plan membership records, computing and checking retirement contributions, and adjustments and allowances, determining eligibility for and distribution of plan benefits, processing death and disability claims, informing divisions of impending retirements, and acts as pre-retirement counselor to department employees.
18. Coordinates the appropriate documentation with the City Attorney's Office regarding damage claims.
19. Analyzes and supervises staff in the review of Board resolutions, contracts, trust fund guidelines, and other purchase authority documents to ensure proper disbursement of Department funds.

20. Supervises preparation and processing of requests for right-of-ways, easements and license agreements for use of Department property.
21. Directs employees engaged in contacting vendors by telephone, email, or in person to discuss programs to obtain clarification of invoice payments for supplies and services.
22. Acts as liaison between the Department and other City and outside agencies regarding unusual occurrences, including state and federal disaster claims.
23. Ensures the integrity of confidential information such as background checks, employment records, and personal information by securing data records in accordance with Federal, State, and City policies and procedures.
24. Attends meetings in order to take notes (via paper pencil or electronically) to distribute to appropriate personnel in order to communicate information.
25. Supervises, or serves as a, training coordinator in order to ensure employees are scheduled and completion documented (via online resources and/or proper forms) for various training courses and arranges materials, equipment, and/or locations for training classes when necessary.
26. Supervises staff responsible for arranging on system and off system travel in accordance with City Controller guidelines by receiving requests, researching travel information, cost analysis, obtaining necessary approval, and arranging for cash advance and/or reimbursement; will perform the more complex and difficult tasks.
27. Ensures job safety by disseminating safety information (via oral or written communication) and explaining departmental rules and regulations, in order to ensure that safety protocols are met.
28. Create and/or update reports (including statistical reports), forms, charts/graphs, spreadsheets, and databases using standard office or proprietary software in order to disseminate information, update management, and/or to update internet content.