

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

12/20/01

UTILITY EXECUTIVE SECRETARY, 1336

Summary of Duties: Performs highly specialized administrative and secretarial work in an executive office, in the Department of Water and Power; may supervise a group of employees engaged in secretarial and clerical work; and does related work.

Distinguishing Features: A Utility Secretary is responsible for exercising considerable independent judgment in directing, coordinating, and reviewing the work of a group of clerical employees engaged in a variety of activities and services. Incumbents in this class serve as secretaries to the head of a department, organization, business unit or system. An employee of this class is distinguished from a Senior Clerk Stenographer in that a Utility Executive Secretary has greater supervisory responsibilities and may perform specialized clerical duties at a level involving the exercise of greater initiative, judgment and responsibility. Employees in this class are required to interpret and apply department and office policies, procedures, rules and regulations which may require familiarity with Department of Water and Power administrative and personnel procedures, City Charter provisions, Civil Service Commission Rules, Memoranda of Understanding and departmental organizations. A Utility Executive Secretary performs administrative duties independently. Work of employees in this class is reviewed for quality, quantity and results obtained. Errors may lead to significant financial loss, legal consequences, damage to public relations or inefficient utilization of personnel.

Example of Duties:

- Handles telephone calls and correspondence on behalf of a business unit director;
- Arranges appointments and conferences;
- Maintains files of records and reports and researches specific information or documentation;
- Receives, sorts and assigns documents according to departmental procedures;
- Composes routine correspondence;
- Prepares reports summarizing information from inventory sheets, stock logs, mileage reports, purchase orders, financial statements and uncompleted service requests;
- Interprets general policies, rules and procedures such as, Mayor's Directives, Administrative Code, Civil Service Rules, departmental policies and MOU's into working practice;
- Signs routine forms and correspondence for an executive;
- Proof reads and edits material such as memos, agendas, minutes and reports for accuracy, content and consistency, and to locate grammatical, spelling, punctuation and typographical errors;
- Reviews forms such as invoices, audits, bills, travel orders, petty cash vouchers, timekeeping sheets and equipment and maintenance reports for accuracy;

- Performs basic arithmetic calculations to verify numerical information;
- Plans, assigns, reviews and evaluates a group of clerical employees, including clerical supervisors and employees operating word processing equipment;
- Translates general instructions from technical and administrative supervisors into detailed operating procedures;
- Arranges work and time schedules and assures that work is done expeditiously and established schedules are met;
- Conducts training on work procedures and policies;
- Counsels and advises employees regarding work performance, attendance and interpersonal work relationships;
- Interviews candidates and makes hiring decisions or recommendations;
- May attend board meetings and act as board secretary;
- May prepare, type and examine the minutes of meetings of boards and refer to executives matters on which administrative action is required;
- May represent an executive at meetings;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- The City's and the Department of Water and Power's organizational structure and functions;
- Department of Water and Power administrative manuals (personnel, working activities, secretarial), and working rules;
- City and departmental personnel rules, policies, practices and procedures;
- Principals of office clerical administration, including filing systems, correspondence procedures and telephone techniques;
- Management-level supervisory principles and techniques;
- Correct form and English usage for business communications, including rules of grammar, punctuation and spelling;
- Basic arithmetic.

A working knowledge of:

- Laws, rules, policies, procedures relating to equal employment opportunity and affirmative action.

A general knowledge of:

- Relevant provisions of the City Charter, Civil Service Commission Rules, Administrative Code;
- Memoranda of Understanding and the Personnel Procedures Manual.

Ability to:

- Type material such as correspondence, reports, agendas, minutes, charts, surveys and

- tables containing extensive numerical data;
- Operate word processing equipment, including personal computers;
 - Make accurate mathematical computations;
 - Read and understand complex materials;
 - Plan, organize, direct, coordinate, and review the work of subordinate employees;
 - Compose business letters and office reports, maintain records, and secure information;
 - Communicate effectively both orally and in writing;
 - Deal tactfully and effectively with public officials, City employees and the public.

Requirements: Two years of full-time paid experience as a Senior Clerk Stenographer or in a class which is at least at that level, which provides secretarial experience.

License: A valid California driver's license may be required.

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

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