

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION****11-08-02****SECRETARY WATER AND POWER COMMISSION, 9739**

**Summary of Duties:** Serves as secretary to the Board of Water and Power Commissioners and keeps the official public records of the Board; confers with Board members and Department management on matters requiring Board action; supervises the preparation and distribution of the agenda and minutes of Board meetings; presents agenda and minutes of Board meetings; presents agenda and records proceedings at Board meetings; and does related work.

**Distinguishing Features:** The Secretary reports directly to the Commission regarding Commission actions and records, and is primarily responsible for insuring that the business of the Board follows proper form, precedent, and legal provisions and for keeping complete and accurate minutes, and records. Although an employee of this class attends Commission meetings and may take notes of proceedings before the Board, this class is distinguished from other secretarial and stenographic classes by the responsibility for performing work requiring an extensive knowledge of the organization, policies, procedures, and activities of the Board of Water and Power. The Secretary is also responsible for coordinating administrative actions and procedures with the General Manager or other department managers.

**Examples of Duties:** A Secretary Water and Power Commission:

- Supervises or performs all administrative and clerical functions of Board of Water and Power Commissioners;
- Prepares or supervises the preparation of the agenda and minutes of all meetings of the Commission;
- Notifies Commission members of meeting dates;
- Assembles staff reports and other documents needed for reference purposes by Commission members;
- Supplies Commission members, administrative officers of the City and other interested persons with the Commission's agenda;
- Attends Commission meetings to call the roll, announce agenda items, and record votes and amendments made to items during the Board's proceedings;
- Takes notes of the proceedings of the Commission including preparation of written "verbal" motions adopted by the Commission;
- May recommend action on routine matters and advise Commission members on questions of form and precedent;
- Arranges Commission appearances;
- Coordinates and conducts disputed bill hearings with Department of Water and Power customers, Customer Relations Office staff and the Board's Hearing Officer as required;

- Develops procedures to accomplish the conduct of the Board's committee hearing process relative to the approval of Corporate Sponsorships pursuant to Board policy;
- Prepares or supervises the preparation and filing of records of Commission actions and correspondence;
- Checks Commission minutes against notes taken at meetings to insure accuracy and completeness;
- Maintains indexes and files of Commission actions, correspondence and official documents;
- Researches background information and prepares special reports and correspondence as requested by the Commission;
- Prepares, certifies and distributes resolutions, orders and minutes of Commission meetings;
- Arranges for publication and legal notices of bids, contracts and other Commission actions;
- Composes and signs routine correspondence for the Commission;
- Schedules appointments for Commission members;
- Explains Commission policies and actions to office callers or over the phone;
- May coordinate and schedule hearings and review hearing reports;
- Supervises a clerical staff engaged in the more routine clerical tasks of the Commission office;
- Fulfills supervisory affirmative action responsibilities as set forth in the City's affirmative action program; and

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

**Qualifications:** A Secretary Water and Power Commission must have the following knowledges and abilities:

**Knowledge of:**

- Organization, functions, procedures, practices, and policies of the Board of Water and Power Commissioners and the Department of Water and Power;
- Provisions of the City Charter, Municipal Code, State statutes, court decisions, and City Attorney's opinions relating to the work of the Board of Water and Power Commissioners;
- Principals, practices, and techniques of office management and supervision;
- Legal requirements for the posting of official notices and agendas pursuant to the Brown Act;
- Personal computer skills encompassing use of email, creation of data CDs, and PDF documents;
- Laws and regulations related to equal employment opportunity and affirmative action;
- Safety practices and principles;
- Department of Water and Power Business Units and organizations;
- The organization of the City government and of the functions of the various City departments;
- City personnel rules, policies, and procedures;
- Memoranda of Understanding as they apply to subordinate personnel; and
- City legislative process.

**Ability to:**

- Deal tactfully and effectively with members of the Board of Water and Power Commissioners, Department management, public officials, and the public desiring authoritative information and to maintain good public relations;
- Prepare correspondence;
- Handle administrative detail;
- Prepare clear and concise reports; and
- Supervise the work of a small clerical staff.

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:**

Three years of secretarial or office clerical experience at the level of Principal Clerk is required for Secretary Water and Power Commission.

**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.

**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.**