

POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: NEW VACANT	2. Employee's Present Class Title/Code: Sr. Administrative Clerk/1368	3. Present Salary or Wage Rate: 67,818.24
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4. Reason for Preparing Description:	<input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change in Existing Position	<input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Review for Proper Allocation	Date Prepared 09/04/19
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5. Location of office or place of work: 200 N Spring St #358 Los Angeles, CA 90012	6. Name of Department Board of Public Works
	Division Office of Petroleum Section Petroleum Administration

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:
Name Uduak-Joe Ntuk Title Petroleum Administrator

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
100%	Provide division-wide administrative support to all aspects of the Office of Petroleum and Natural Gas Administration and Safety Division of the Board of Public Works. Duties will include, but not be limited to: Answer telephone & manage calendar for Petroleum Administrator and general office queries, Scheduling meetings, reserving facilities and coordinating with City and External Stakeholders, Typing and proofreading correspondence, memoranda and reports using City standard software (including Google products), Sort all incoming mail and forward to correct staff members for processing, Arranging trainings and travel, Arrange for publication of Public Hearing Notices, Timely submission of reimbursement requests, Scan, mail correspondence and billings for Division, Division record coordinator (digital/manual and retention), Division Paysr Timekeeper, Upload reports to EBRS and NOVUS for Board of Public Works and City Council Hearings, Maintain staff training report, Travel to City Archives and to County Offices to file documents, and Other duties as may be assigned..

9. How long have the duties been substantially as described above? new position

10. List any machinery or equipment operated and any unusual or hazardous working conditions.
personal computer, scanner/copier, standard office equipment and automobile.

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). none

12. Indicate the number of employees supervised by class titles.
n/a

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature  Date 11/15/19 Phone No. (213) 978-1697

ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

n/a

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

Daily interaction with Petroleum Administrator, as well frequent contacts with elected Officials, their representatives and Senior Management staff both in the City and for Major pipeline and oil well operators

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

as per bulletin

(b) Experience (type and length; list appropriate city classes, if any).

as per bulletin

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: X Lift X Push X Pull

Average weight 5 Heaviest weight 25

Climbing (stairs, ladders, poles)

How far 1 FL

Face severe work conditions

Outdoors _____ on/near water _____

Other/explain _____

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain _____

EXTENSIVE USE OF:

Legs, for walking/standing

Hands and fingers

Back, for strenuous labor

Other/explain _____

Hours per week

05

40

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

none

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

will be responsible for maintaining original files and sending documents to storage in compliance with Records Retention Policy

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

n/a

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

none other than 10 above

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? no ; amount of bond \$ _____

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Contacts with public and representatives of various city and state agencies and representatives on behalf of Petroleum Administrator

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Signature of the immediate supervisor Erica S. Plyther

Date 11-15-2019

Class Title Environmental Affairs Officer

Phone No. (213) 978-0257

Signature of department head [Signature]

Date 11/15/19