

**OLIVEHURST PUBLIC UTILITY DISTRICT**  
**DISTRICT CLERK/EXECUTIVE ASSISTANT/HUMAN**  
**RESOURCES TECHNICIAN**

**DEFINITION**

A confidential position reporting directly to the General Manager and, in the capacity of Clerk, to the Board of Directors as an Officer of the District, and in the capacity of Human Resource Technician, to the Human Resource Coordinator; directs the enforcement of the rules and regulations in accordance with the Ordinances, Resolutions and policies of the Board including customer turn on, turn off, of service; responsible for initial drafting or regulatory Ordinances and Resolutions for review by Management and Counsel prior to Board review; examines and certifies petitions received by the District and authenticates and countersigns all contracts on behalf of the District; attests to Resolutions and Ordinances; coordinates with and provides essential information to independent auditor during annual audit; performs varied responsible and confidential administrative duties and coordinates with District legal counsel. Provides general administrative support for the General Manager and the Board of Directors, including preparation of meeting agendas and maintenance of District records including meeting minutes. Provide a variety of responsible technical duties in support of human resources functions including recruitment and selection, benefit administration, classification and compensation, payroll, and perform related work as required.

**EXAMPLE OF DUTIES**

- With directions from Board Members and management prepares, posts and distributes agenda and associated documents.
- Attends all board and committee meetings; examines and certifies signatures on official petitions received by the District; records and enters the vote of each Board Member and is responsible for providing for the recordation of minutes.
- Prepares and attests to Ordinances and Resolutions; maintains accurate records and files; both hardcopy and electronic filing.
- Prepares and publishes required legal notices of all public meetings and hearings.
- Maintains confidential records and files; conducts bid openings and records bids.
- Assist with a variety of special/confidential projects as assigned.
- Coordinates with developers, regulators, and fellow agencies in the tasks required during and after approval of agreements.
- Communicates effectively and professionally, both orally and in writing, in correspondence on behalf of the District.
- Operates the video/audio recording equipment for board meetings. Maintains the hardware, software and files associated with such recordings.
- Maintain confidential employment records and correspondence such as applications and personnel files.
- Perform technical human resource activities related to compensation, recruitment, benefits administration, payroll, and training.

- Assist in administering health insurance benefits, correspondence, and meeting organizing.
- Assists in the recruitment and selection process; develops and posts job announcements; reviews and screens applications; schedules interviews.
- Provides general administrative support for the conduct of classification and compensation studies and assorted special projects.
- Responds to requests for documentation and information related to human resource activities; assists employees, departments, outside agencies, and the public with interpretation of District policies and procedures.
- Tracks and monitors updates of policies and/or procedures and works cooperatively with appropriate departments; provides assistance as needed.
- Performs technical and paraprofessional duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare documentation of results.
- Collects, researches, verifies and presents data and information on human resource-related functions; assists in the preparation of draft reports, correspondence, and technical documents, including organizational chart.

### **DESIRABLE QUALIFICATIONS**

Knowledge of:

- General administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Functions and responsibilities of elected board officials including rules for conduct of public meetings.
- Use of computers and computer applications software including Microsoft Office.
- Records management principles and practices including maintenance of confidential records.
- Standard office practices and procedures, including complex filing and the operation of standard office equipment.
- Techniques for dealing with the public, in person and over the telephone.
- Principles and practices of employee supervision.
- The general nature and content of the collective bargaining process and agreements in the public sector.
- Principles of public agency budgeting.
- Basic principles and practices of human resources administration, policies and procedures and organization management.
- Practices and techniques of recruitment and selection, training, payroll and benefits administration.
- Applicable federal and state employment laws, rules and regulations.

Ability to:

- Exercise discretion in accomplishment of matters of significance.
- Accomplish primary duties of the position using independent judgment without needing to be directed in all tasks and duties.
- Interpret and apply policies, laws and rules related to the administration of human resources programs.
- Maintain confidentiality of work and work regularly with sensitive and confidential information.
- Know and understand all aspects of job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information, observe and problem solve operational and technical policy and procedures.

## **JOB QUALIFICATION REQUIREMENTS**

### **Minimum requirements:**

- Equivalent to completion of high school via high school diploma or GED.
- Associate's Degree with major course work in business/public administration and four (4) years of responsible office administration experience.
- Two years of responsible clerical/administrative support; public agency experience in human resources or risk management is preferred.
- Certificate in human resource management.
- Licensed Notary <sup>1</sup>.

Note 1: At a minimum, applicant must be eligible to obtain notary license at the time of application. The actual notary license must be obtained within two months of appointment.

### **Preferred requirements:**

- Experience working with elected officials, Board clerk or other related experience desirable.

## **SPECIAL REQUIREMENTS**

Essential Duties require the following physical skills and work requirements: Work in an office environment; sustained posture in a seated position for prolonged periods of time; travel to attend a variety of meetings; perform simple grasping and fine manipulation; see and hear with sufficient acuity to successfully perform all aspects of the job; use telephone and write or use a keyboard to communicate through written means; lift up to 10 pounds of weight.

**Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.**

# MEMORANDUM



*From the desk of*

**CINDY VAN METER**

*District Clerk/Resource Coordinator*

DATE : September 16, 2024

TO : Board of Directors

CC : John Tillotson

RE : Proposed Pay Rate for District Clerk-Executive Assistant-HR Technician

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Included in your board package is a draft position description for a District Clerk-Executive Assistant-HR Technician position.

The proposed hourly range for this position is as follows:

District Clerk / Executive Assistant / HR Technician	\$37.50	\$39.38	\$41.34	\$43.41	\$45.58
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