

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PARKING ENFORCEMENT OFFICER

Civil Service Status: Open-Competitive
Probationary Period: One (1) Year
Classification Series: Police-Civilian Non-Sworn
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers' Association
Approved by City Council: December 7, 2009
Resolution No.: 2009-126

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision of the Police Management, this non-sworn, non-peace officer, uniformed position performs numerous parking and traffic enforcement duties including writing citations and arranges for vehicles to be impounded; performs routine work in the collection of coins from parking meters, repairs, tests and installs parking meters; conducts traffic safety programs; serves as crossing guard when necessary; assists Police Officers in the field in emergency situations; assists with facilitation efficient traffic flow; provides intersection traffic control and traffic pedestrian direction and control at other locations as needed, may be assigned to work night shift, weekends, holidays, or other unusual hours, and does related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Works in field and shop;
- Patrols streets, alleys, and parking lots identifying vehicles in violations of parking restrictions;
- Issues citations for parking violations, including overtime parking, double parking, and other unauthorized parking;
- Reports hazardous road conditions, accidents, damage to signs or other municipal property;
- Reports unauthorized obstructions for removal or repair from municipal right-of-way, including sidewalks;
- May be required to testify in court;
- Has cars towed and impounded, when needed and performs required follow-up activities;
- Receives parking enforcement related calls for service; reports problems and status and request information;
- Provides information and assists the public with a variety of requests, inquiries, and problems;
- Maintains a positive customer service philosophy in handling all parking issues and ensures that customer service standards are maintained;
- Performs traffic control duties, including directing traffic, setting up safety barricades and ensuring safe traffic patterns;
- Assists law enforcement employees by reporting illegal activities and quality of life issues and providing assistance when necessary;
- Removes coins from parking meters, places them in receptacles and returns coins to Finance Department;
- Walks collection route pushing heavy cart and lifts up to 50 pound bag of coins;
- Operates coin sorting and counting machines;
- Does related reports and enters this information into the computer;
- Takes money to Finance Department;

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- Orders replacement parts, supplies and tools;
- Checks all installed meters, and tags and removes meters that are out of order on a daily basis;
- Operates hand-held computer and various pieces of computer hardware in conjunction with electronic parking meters;
- Makes daily reports of work performed. Keeps accurate records of meters replaced and makes reports of damage and vandalism;
- Assume responsibility for ensuring the duties of the position, that they are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation is requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Standard Law Enforcement operation and properties;
- California penal, vehicle and other codes;
- Detailed record keeping and filing practices;
- Office procedures, practices and equipment;
- Correct grammar usage, punctuation, spelling and vocabulary;
- Filing system;
- Good customer service practices;

Skills:

- Operate a traffic vehicle with a right side steering wheel;
- Possess skills to word process general correspondence, spread sheets, and reports using a special communication computer equipment and software application;
- Making independent judgments and decisions based on standard policy of procedures;
- Possess skill and aptitude in basic mechanical repairs;

Ability to:

- Accept supervision, criticism and/or discipline and work within an established chain of command organizational structure;
- Follow instruction and work under limited supervision;
- Read, write, and comprehend directions;
- Utilize handheld electronic hardware/software for citation issuance;
- Use a police radio and portable radio transceivers;
- Maintain accuracy while performing routine repetitive tasks;
- Walk long distances up to two (2) miles per day, in hot or inclement weather;
- Stand/sit for long periods of time;

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- Lift up to 50 pounds weight and carry short distances;
- Work with and around strong solvents on a daily basis;
- Handle large sums of money;
- Work independently or with a small group of people to facilitate special projects;
- Listen and ascertain relevant information quickly and accurately;
- Understand and carry out complex oral and written instructions;
- Deal tactfully and courteously with the public;
- Work effectively and cooperatively with other employees;
- Consistently exercise good judgment and reasoning especially under stressful conditions;
- Work rotating shifts, including nights, weekends, and holidays;
- Work overtime as requested or in emergencies;
- Communicate effectively both orally and in writing;
- Ride safely on an assigned parking/police bicycle to enforce parking regulations;
- Learn penal, vehicle and other codes;
- Learn the standard policies and procedures pertaining to police operations;
- Handle confidential information with discretion;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet standards of performance for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination);

Experience:

- One (1) year of experience involving public contact and which demonstrates ability to perform assigned tasks;

License:

- A valid California Class C Driver's License and a satisfactory driving record.

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Special Requirements:

- Requires wearing uniforms;
- Must pass a Police Department background check;

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and certified to speak Spanish may be eligible to receive bilingual pay;