



Date: October 19, 2015
To: Civil Service Commission
From: Alex R. Basquez, Director of Human Resources
Subject: **REVISED CLASSIFICATION SPECIFICATION – PARKING CONTROL CHECKER**

A handwritten signature in black ink, appearing to read "Alex R. Basquez", is written over the "From:" line of the memorandum header.

The Department of Human Resources is requesting the Commission's approval to adopt the revised Classification Specification for Parking Control Checker. The Department of Human Resources and the Civil Service Department worked in conjunction with the Department of Public Works to revise the classification specification to update the Definition, Distinguishing Characteristics, Examples of Duties, and adjust the minimum requirements of the classification. The revision was necessary to bring the classification to align the classification with the current duties and technologies required for the position.

If there are any questions or comments regarding this request, please contact Cynthia Stafford at (562) 570-5045.

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CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: PARKING CONTROL CHECKER I – II

DEFINITION: Under general supervision, patrols an assigned route or area and enforces statutes and ordinances applicable to the parking of vehicles; issues citations; impounds vehicles and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are responsible for patrolling assigned routes or areas and issuing notices of violation of statutes and ordinances pertaining to the parking or standing of motor vehicles.

Parking Control Checker I - Performs the duties of the classification. Incumbents patrol assigned street sweeping routes and issue citations to vehicles parked in violation of street sweeping signs and/or enforce other parking regulations in assigned areas and/or in response to complaints.

Parking Control Checker II - Performs the more complex duties of the classification and impounds vehicles, and may act as a lead or supervisor. Incumbents perform the full range of duties of the class and provide lead level work, direction, guidance and training to other Parking Control Checkers.

EXAMPLES OF DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Parking Control Checker I

- Patrols an assigned area to enforce statutes of the State of California Vehicle Code, ordinances of the City, or other regulations relating to the parking or standing of vehicles; marks tires of vehicles parked in restricted zones and cites vehicles parked in excess of posted time limits;
- Operates a City vehicle and automated handheld ticket writer and printer;
- Accompanies street-sweeping equipment and cites vehicles parked in violation of posted street sweeping signs and other parking restrictions;
- Provides information to the public regarding statutes and ordinances relating to parking and other matters;
- Identifies and reports damaged, defaced, covered or improperly posted parking signs and unenforceable curbs;
- Issues citations to vehicles parked in expired metered parking spots; detects and reports inoperative parking meters;

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- Reports suspicious, irregular or dangerous conditions to the Police Department or other appropriate agency;
 - Deals courteously and tactfully with the public;
 - May testify in court regarding parking or standing violations;
 - May arrange for vehicles to be towed and impounded when applicable;
 - May direct traffic in accordance with applicable municipal code provisions;
 - Performs other related duties as required.

Parking Control Checker II

- Performs duties of a Parking Control Checker I;
- Arranges for vehicles to be towed and impounded when applicable;
- Uses a Mobile Data Terminal and operates the Automatic License Plate Reader (ALPR) or California Law Enforcement Telecommunications (CLETS) system;
- Receives, investigates and recommends resolutions to complaints regarding the Parking Control function;
- May direct traffic in accordance with applicable municipal code provisions and/or secure area perimeters for accidents, floods, power outages or other events;
- May be assigned to dispatch and perform registered owner verifications;
- May assign and coordinate day-to-day employee work assignments and/or monitor work to ensure requirements have been met; provides technical and on-the-job training;
- May act in a lead capacity or as a supervisor;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- A minimum of one (1) year of progressively responsible full-time equivalent paid experience in providing service or assistance to the public;
- A valid California driver license is required;

AND

Knowledge of:

- Applicable provisions of the California Vehicle Code regarding parking or standing of vehicles;
- Customer service methods, procedures and etiquette;

AND

Ability to:

- Successfully pass a thorough background investigation which includes a polygraph, psychological and medical examination. The investigation will cover information regarding relatives, references, acquaintances, educational background, residential history, employment history, DMV record, criminal history, military service records, financial status, legal history, drug use and related areas.
- Operates specialized City vehicles, computer equipment, two-way radio, and standard business software.

- Communicates effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Recognizes and reports suspicious or dangerous conditions.
- Exercises firmness and tact in conducting enforcement activities.
- **Parking Control Officer II** - Maintain schedules and carry out assigned duties without close supervision.
- Coordinate and review the work of other Parking Control Checkers.
- Provide technical training and guidance in carrying out parking enforcement duties.

HISTORY:

Approval/Adoption Dates: 07/29/1980

Revised: 10/13/2015 – Department of Human Resources

Revision Adoption Date: XX/XX/XXXX Civil Service Department

1 **DATE:** November 18, 2015
2 **TO:** Civil Service Commission
3 **FROM:** Deborah W. McCluster, Personnel Analyst
4 **SUBJECT: REQUEST TO REVISE CLASSIFICATION SPECIFICATION –**
5 **PARKING CONTROL CHECKER**

6 Alex Basquez, Director of the Department of Human Resources, requests Commission
7 approval to adopt the revised classification specification for Parking Control Checker.
8 Staff has reviewed the request and recommends Commission approval in accordance
9 with Section 1101(d) of the City Charter.

10 **Facts for Consideration:**

- 11 • The Civil Service Commission approved the creation of the classification for
12 Parking Control Checker classification and adopted the classification specification
13 on July 29, 1980.
- 14 • The proposed specification revision reflects revisions and updates to the Definition,
15 Distinguishing Characteristics, Example of Duties, and the Minimum Requirements
16 sections of the classification specification.
- 17 • The Definition section for Parking Control Checker was revised to reflect: Under
18 supervision, patrols an assigned route or area and enforces statues and
19 ordinances applicable to the parking of vehicles; issues citations; impounds
20 vehicles and perform related duties as assigned.
- 21 • The Distinguishing Characteristics section was revised to include "Positions in this
22 classification are responsible for patrolling assigned routes or areas and issuing
23 notices of violation of statues and ordinances pertaining to the parking or standing
24 or motor vehicles".
- 25 • The Minimum Requirements section was revised to include "A minimum of one (1)
year of progressively responsible full-time equivalent paid experience in providing
service or assistance to the public; a valid California driver license is required; **AND**

1 Knowledge of: Applicable provisions of the California Vehicle Code regarding parking
2 or stand of vehicles; customer service methods, procedures and etiquette; **AND** ability
3 to: Successfully pass a thorough background investigation which includes a
4 polygraph, psychological and medical examination. The investigation will cover
5 information regarding relatives, references, acquaintances, education background,
6 residential history, employment history, DMV record, criminal history military service
7 records, financial status legal history, drug use and related areas; operates specialized
8 City vehicles, computer equipment, two-way radio, and standard business software. In
9 addition you must be able to: communicate effectively, both orally and in writing;
10 understand and follow written and oral instructions; recognize and report suspicious or
11 dangerous conditions; exercises firmness and tact in conducting enforcement
12 activities; **Parking Control Checker II** – Maintain schedules and carry out assigned
13 duties without close supervision; coordinate and review the work of other Parking
14 Control Checkers; provide technical training and guidance in carrying out parking
15 enforcement duties.

16
17 Staff has reviewed this request and recommends Commission approval in accordance
18 with Article XI, Section 1101(d) of the City Charter.

19
20 Staff has discussed the proposed changes with representatives of Public Works and
21 Human Resources Departments and all are in agreement with the recommendations
22 for this classification specification.

23
24 Department of Public Works and the International Association of Machinists (IAM)
25 have been notified of this request and that it is on today's agenda. Department
representatives will be present to respond to any questions from the Civil Service
Commission.

DWM
(Revised Class Spec – Parking Control Checker)