



Memorandum

Date: June 22, 2022

To: Civil Service Commission

From: Sylvana Tamura, Personnel Analyst

Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION - PARKING CONTROL SUPERVISOR**

On June 13, 2022, correspondence was received from Joe Ambrosini, Director of Human Resources, requesting the Civil Service Commission’s approval and adoption of the revised classification specification for Parking Control Supervisor. Staff has reviewed this request and recommends approval from the Commission in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- Article XI, Section 1101(d) of the City Charter grants the Civil Service Commission the powers and duties to create classifications of employees in the classified service, subject to the power of the City Council to establish positions of employment.
- The classification specification for Parking Control Supervisor can be found exclusively in the Public Works Department. In addition, this classification has not been updated since its adoption on June 23, 1980.
- The proposed revisions to the classification include the following:
 - **Definition** - This section was edited to provide clarity on the class purpose and scope of the position for all user departments.

CURRENT	PROPOSED
Under direction, supervises the activities of a large group of Parking Control Checkers in the Public Service Bureau.	Under direction, supervises the activities of a large group of Parking Control Checkers and Special Services Officers engaged in the enforcement of state and/or municipal parking regulations.

- **Example of Duties** - This section identifies the range of duties that will be performed for the classification of Parking Control Supervisor. The range of duties is in conjunction with industry standards and in connection with knowledge, skills, and abilities in performing duties.

CURRENT	PROPOSED
Plans, schedules, assigns and coordinates the work of Parking Control Checkers;	Plans, schedules, assigns, and coordinates the work of Parking Control Checkers and Special Services Officers in the Environmental Services Bureau of the Public Works Department;
Maintains inventories and other records;	Accurately maintains inventories, schedules and other records;
Prepares reports on work performed	Prepares concise, accurate, and complete reports on work performed;
Selects, trains, and evaluates subordinate personnel	Selects, trains, and evaluates personnel;

- **Minimum Qualifications** - This section outlines the requirements to file in correlation with the knowledge, skills, and abilities of the classification. The minimum qualifications were updated and clarified requirements for the position.

CURRENT	PROPOSED
City employees who have served two years after permanent appointment in the classifications of Parking Control Checker and have an extensive knowledge of all of duties of the classification.	Open to current City employees who have a total of two (2) or more years of seniority in the classifications of Parking Control Checker, Special Services Officer, Harbor Patrol Officer, and/or Customer Services Supervisor performing duties that require interpreting, applying, and/or enforcing applicable rules and regulations related to parking enforcement, including one (1) year or more of lead/supervisory experience.

- **Knowledge, Skills, and Abilities-** Added this section and updated attributes required in performing essential duties of the classification.
- Staff worked with the Public Works Department, Human Resources Department, and the International Association of Machinist & Aerospace Workers (IAM) on the proposed revisions to the classification specification of Parking Control Supervisor.
- Staff received communication from IAM regarding the proposed revisions to the classifications and noted the association did not have any concerns. The City has fulfilled its meet and confer obligation.

- The Public Works Department, Human Resources Department, and the IAM have been informed that this request is on the Civil Service Commission Agenda this week.
- Representatives from the Public Works and the Human Resources Department will be present to respond to any questions from the Civil Service Commission.

Date: June 13, 2022

To: Civil Service Commission

From: Joe Ambrosini, Director of Human Resources for:



Subject: **CLASSIFICATION SPECIFICATION REVISION – PARKING CONTROL SUPERVISOR**

Attached please find a draft revised classification specification for Parking Control Supervisor. Following is a summary of the revisions made to the specification:

- The Example of Duties were revised to reflect the current duties of the classification.
- The Minimum Requirements were revised to include an updated list of classifications that qualify for the experience, and added the requirement of 2 years of seniority in the classification and at least 1 year of lead or supervisory experience;
- A Knowledge, Skills, and Abilities section was added.

Human Resources staff worked with Civil Service and the Public Works Department to complete the meet and confer process. Having completed the meet and confer process with the labor association that represents the classification, the Department of Human Resources is requesting the Civil Service Commission adopt the revised classification specification for Public Works, Parking Control Supervisor.

Should you have any questions regarding this item, please contact Russ Ficker, Human Resources Officer at (562) 570-7147.

Attachments

1. Parking Control Supervisor Specification

cc: Fred Verdugo, Deputy Human Resources Director
Russ Ficker, Human Resources Officer

TITLE: **PARKING CONTROL SUPERVISOR**

DEFINITION: Under direction, supervises the activities of a large group of Parking Control Checkers and Special Services Officers engaged in the enforcement of state and/or municipal parking regulations.

EXAMPLES OF DUTIES:

- Plans, schedules, assigns, and coordinates the work of Parking Control Checkers and Special Services Officers in the Environmental Services Bureau of Public Works Department;
- Sets work standards;
- Orders equipment and supplies;
- Enforces safety rules and regulations;
- Accurately maintains inventories, schedules and other records;
- Prepares concise, accurate, and complete reports on work performed;
- Selects, trains and evaluates personnel; and,
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Open to current City employees who have a total of two (2) or more years of seniority in the classifications of Parking Control Checker, Special Services Officer, Harbor Patrol Officer, and/or Customer Services Supervisor performing duties that require interpreting, applying and/or enforcing applicable rules and regulations related to parking enforcement, including one (1) year or more of lead/supervisory experience.
- Valid motor vehicle operator's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and best practices of employee supervision including selection, training, discipline and performance management;
- Knowledge of federal, state, local and municipal codes, ordinances, and regulations pertaining to parking control;
- Skill in organizing work of assignments, setting priorities, and meeting critical deadlines;
- Ability to interpret and apply municipal codes and regulations;
- Ability to effectively supervise others;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

HISTORY:



CLASSIFICATION SPECIFICATION

PARKING CONTROL SUPERVISOR (continued)

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Established: 06/23/1980

Civil Service Commission Approval/Adoption: 06/23/1980 ; XX/XX/2022