Parking Administrative Analyst (Administrative Analyst/Specialist, Non-Exempt)	PD No.:PD-8117

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*   New (Create a new Position Description)

Internal Team:*   FL-Parking and Transportation - 10181

Job Code/Employee Classification:*   Admin Analyst/Spclst 12 Mo

Job Code: **1038**

Classification Title: Administrative Analyst/Specialist, Non-Exempt

MPP Job Code:

Position Number: Admin Analyst/Spclst 12 Mo

Position no: FL-10011182

CSU Working Title:*   Parking Administrative Analyst (Administrative Analyst/Specialist, Non-Exempt)

Salary Range/Grade: 1038-NON-EXEMPT-Grade-1

Minimum: $ 3,879.00
Maximum: $ 7,488.00
Pay Frequency:

Reports to Supervisor: Mark Rudometkin

Reports To:*   Senior Director, Parking & Transportation

Position no: FL-10005851

Campus:*   Fullerton

Division:*   VP, Administration & Finance

College/Program:*   University Services

Department:*   Parking and Transportation - 10181

FLSA Status: Non-Exempt

Hiring Type: Probationary

Workplace Type (Exclude Inst Fac):   On-site (work in-person at business location)

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:*   Not mandated

Conflict of Interest:*   None

NCAA: ◯ Yes   ⦿ No

Is this a Sensitive Position?:   ◯ Yes   ⦿ No

Care of People (including minors) Animals and Property: No

Authority to commit financial resources: No

Access/control over cash cards and expenditure: No

Access/possession of master/sub-master keys: No

Access to controlled or hazardous substances: No

Access/responsibility to personal info: Yes

Control over Campus business processes: No

Responsibilities requiring license or other: No

Responsibility for use of commercial equipment: No

Is this a Campus Security Authority (CSA): ○ Yes ◉ No

Serves a security function: No

Designated recipient for crime/misconduct reports: No

Significant responsibility for Student Activities: No

Significant responsibility for Campus Activities: No

Job Summary/Basic Function:*

Reporting to the Sr. Director of Parking & Transportation Services, the Parking Administrative Analyst provides comprehensive support for department projects, payroll, technology, travel, and purchasing. The Parking Administrative Analyst serves as the department payroll coordinator and timekeeper for all Parking & Transportation Services staff and student assistants and supports area Leads by inputting student hires, separations, and pay increases. Serves as the Department IT Coordinator (DITC). This position additionally facilitates department travel requests and reconciliations as well as monthly fleet charges and P-Card reconciliations. Supports the Department across field operations, providing technical knowledge of operating systems, maintaining equipment inventory, and completing purchases including parking signage. The position submits work orders, drafts scopes of work, and follows up on project progress and completion. This position serves as an active member of the P&TS team supporting an inclusive environment of information sharing and discussion of diverse perspectives. Other duties as assigned.

Minimum Qualifications:*

Bachelor's degree from an accredited four-year college or university and/or the equivalent training and administrative work experience involving the study, analysis, evaluation, development or improvement of administrative policies, procedures, practices, or programs. Working knowledge of the general practices, program, or administrative specialty. Basic knowledge of and the ability to apply fundamental concepts. Working knowledge of budget policies and procedures. Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, or administrative specialty. Knowledge of and the ability to apply basic methods and procedures used for research and statistical analysis. Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques. Ability to make independent decisions, exercise sound judgment, handle multiple priorities, and organize and plan work assignments. Ability to compile, write, and present reports related to program or administrative specialty. Demonstrated ability to establish and maintain cooperative working relationships.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to complete the background check satisfactorily may affect the continued employment of a current CSU employee who was conditionally offered the position.

Required Qualifications:

Preferred Qualifications:

One or more years of progressively responsible parking and transportation experience in a University setting. Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

Special Conditions: N/A

License / Certification: N/A

Supervises Employees:* ○ Yes ◉ No

If position supervises other employees; list position titles:
N/A

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35%	Project Support	Essential

- Review maintenance agreements with vendors; request quotes and service.
- Conduct routine maintenance and schedule service for parking equipment, locker systems, and parking applications as needed to ensure continuous functionality.
- Check system status daily to ensure all units are operational. Troubleshoot problems; perform vendor/account research as needed; obtain additional information from and/or provide instruction and guidance to customers/vendors in collaboration with staff.
- Maintain field operation equipment by tracking and updating inventory report from mobile devices, enforcement printers, digital signs, and specialty supplies.
- Address any technological issues affecting operations and recommend best course of action for continuity of service.
- Determine need and submit work orders for service and repair; provide detailed documentation and scope of work; track progress and provide updates to staff and management.
- Analyze, develop, and evaluate current and future campus operations projects, and provide recommendations to the Director.
- Compile, review, and evaluate data, prepare summaries and presentations.

% of time	Duties / Responsibilities	Essential / Marginal
25%	Travel, Fleet, and P-Card Reconciliation	Essential

- Prepare department travel requests.
- Reconcile travel expenses once travel is completed.
- Reconcile fleet card purchases.
- Reconcile P-Card purchases.
- Reconcile field operation expenses including uniforms, car wash receipts, supplies, and signage.

% of time	Duties / Responsibilities	Essential / Marginal
20%	Payroll and Timekeeping	Essential

- Serve as department payroll coordinator and timekeeper and maintain out-of-office calendar.
- Manage monthly payroll processes for all full-time and student employees.
- Lead NOVA time orientation and coordination efforts with student assistant supervisors and ensure accuracy of student assistant NOVA time hours and timely approval of student payroll.
- Support area Leads by inputting student hires, separations, and pay increases.
- Monitor staff absences and leave balances, prepare dock notices, prepare Overtime and Shift Differential Request form, track staff attendance and prepare for management approval; ensure department practices are consistent for each functional unit.

% of time	Duties / Responsibilities	Essential / Marginal
10%	Student Hiring/Department Recruitments	Essential

- Input Student Assistant job descriptions in CHRS. Submit recruitment for Department Leads.
- Review and forward student assistant applications to area Leads for interviews.
- Onboarding of all new student assistants hired.
- Provide support for any ad hoc department recruitment and hiring.
- Department IT Coordinator (DITC) – employee onboarding including Parking Portal, W-Drive, copiers, department purchased computers, and printers; door code access; ensure staff have the access to perform their jobs; create reports and coordinate service with IT as needed.
- Independently oversee technology implementation and upgrades; Coordinate with IT personnel, and appropriately communicate requirements with department staff. Serve as vendor contact.
- Authorize and facilitate access of department staff to information technology systems and resources; ensure consistent practice and complete regular audits of access levels.

% of time	Duties / Responsibilities	Essential / Marginal
10%	Other Duties as Required	Essential

SELECTION CRITERIA

ⓘ There are no items to show

Physical Mental and Environmental Demands

** Physical Mental and Environmental Requirements Must be Completed for all Positions **

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending: Occasionally

Climbing: Occasionally

Concentrating: Constantly - Essential

Crawling: Occasionally

Decision Making: Constantly - Essential

Keyboarding and Mousing: Constantly - Essential

Lifting or Carrying up to 10 lbs.:   Occasionally

Lifting or Carrying up to 25 lbs.:   Occasionally

Lifting or Carrying up to 50 lbs.:   Never

Lifting or Carrying over 50 lbs.:   Never

Performing Calculations: Occasionally

Pushing or Pulling: Occasionally

Reaching Overhead: Occasionally

Repetitive Motion of Upper Extremeties: Occasionally

Sitting: Frequently - Essential

Standing: Occasionally

Stooping Kneeling or Squatting: Occasionally

Walking: Occasionally - Essential

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:

Other Physical and Mental Req No.1 Frequency: Never

Other Physical & Mental Requirement No. 2 Description:

Other Physical and Mental Req No.2 Frequency: Never

Other Physical & Mental Requirement No. 3 Description:

Other Physical and Mental Req No.3 Frequency: Never

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment: Occasionally

Excessive Noise: Occasionally

Hazards: Never

Outdoor: Occasionally - Essential

Elevated Work: Never

Extreme Temperature (hot or cold):   Occasionally

Indoor (Typical office environment):   Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:

Other Environmental Req No.1 Frequency: Never

Other Environmental Requirement No. 2 Description:

Other Environmental Req No.2 Frequency: Never

Other Environmental Requirement No. 3 Description:

Other Environmental Req No.3 Frequency: Never

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary: Parking and Transportation Services is committed to providing equitable access to educational and vocational opportunities on the CSUF campus. We are seeking an exceptional individual to join our team as an Administrative Analyst. The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Advertisement text:

HRDI

USERS AND APPROVALS

Justification for Position: This position is essential to ensure continuity of service and operational administration across critical campus parking and transportation functions.

Hiring Administrator:*   Mark Rudometkin

     Email address: mrudometkin@fullerton.edu

Approval process:*   FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Mark Rudometkin ✔ Approved Oct 23, 2024
2. HR Classifier:	Chris Schloffer ✔ Approved Oct 24, 2024
3. Appropriate Administrator/Dean:	Kristen Jasko ✔ Approved Oct 24, 2024

HR/Faculty Affairs Representative:*   FL-HRDI Classifier

     Email address: hrrecruitment@fullerton.edu