



Position Description

California State University, Los Angeles

Human Resources Management

Parking Officer I

Job Code Classification

Parking Officer

Working Title

Public Safety

Department

Larry Bohannon, Director of Public Safety

Name/Title of Appropriate Administrator

Incumbent (HRM Use Only)

00003004

Position Number

Carmen Gachupin, Director of Parking & Transp. Svc

Name/Title of Lead or Supervisor

Classification/Compensation Manager Approval (HRM Use Only)

- Position Description for New Position**
- Updated Description of an Existing Position**
- Request Classification Review of Existing Position**

JOB SUMMARY: Provide a short narrative to be used on the promotional announcement.

Under the general supervision of the field supervising parking sergeant, the incumbent will patrol parking lots, provide traffic direction and control, enforce parking regulations; provide customer service, issue parking citations and provide direction to the campus for visiting community from the Welcome Center and Information Kiosk or while performing field enforcement and traffic duties. Incumbent will assist customers at parking pay stations, in the use of the campus parking mobile app and answer questions related to the license plate recognition (LPR) system. Incumbent will follow beat schedule; issue parking citations to vehicles violating parking regulations and for all violations under the California Vehicle Code; appear in court as an expert witness for third level appeals in representation of the university. Incumbent will unlock vehicles when assistance is requested; assist with collection and deposit of meter stations' funds; perform vehicle battery-jumps, enforce disabled placard misuse, coordinate vehicle tows for delinquent citations, and escort emergency personnel to campus incidents. Incumbent will assist with events' parking needs; attend court when subpoenaed to defend university in parking citation cases. Incumbent will attend and maintain updated training; cover breaks at the Information Centers as needed, perform vacant lot counts each semester, perform campus light and emergency phone malfunction surveys as directed. Incumbent will assist with the coordination of campus parking functions, including parking for special events; follow policies and procedures established by the Department. Incumbent will work alternating shifts as assigned by management. Must be able to work in a multicultural/multiethnic environment.

LIST REQUIRED AND/OR DESIRED QUALIFICATIONS.

A. **Requirements:** Ability and/or interest in working in a multicultural/multiethnic environment.

Entry to the first level within this classification requires high school level reading, writing and mathematical abilities. The nature of the duties may also require successful completion of a background check. High school diploma or equivalent plus three to six months related experience would normally achieve these entry qualifications. Knowledge of University parking regulations, California Vehicle Code parking sections and all department policies as well as a working knowledge of applicable radio codes and equipment. Preparation of records for Municipal Court in support to serve as an expert witness, which includes good writing and communication skills. Incumbent must have experience using Word and Excel

software programs. Must possess a California Drivers' License and successfully pass LiveScan fingerprinting. Must possess strong interpersonal skills; be clear, concise and detail-oriented. Incumbent must have the ability to relate to faculty, staff, students and the general public in a tactful and cooperative manner.

B. Desired Qualifications:

Minimum of one-year experience working in a parking or enforcement-related program.

Ability to interface and communicate effectively with diverse community. Ability to work independently and make reasonable decisions with limited or no supervision.

EMPLOYMENT CONDITIONS:

Full Time Part Time Positive Attendance

Work Schedule: (List days & hours) Enter text or press space bar to leave blank.

- Permanent
- Non-Tenurable (MPP)
- Temporary: If temporary, select Option A, B or C

Option A Appointment expires on or before Enter text or press space bar to leave blank.
Month/Day/Year

Option B Duration Enter text or press space bar to leave blank. months

- Option C 30-Day Appointment
 60-Day Appointment
 90-Day Appointment
 180-Day Appointment

Live Scan (HRM Use Only)

EDUCATIONAL/TECHNICAL BACKGROUND REQUIRED:

A. Certificates, license(s) or degree(s) required:

Certificate:

Enter text or press space bar to leave blank.

License:

Valid California driver's license

Degree/Major from an accredited college or university:

Enter text or press space bar to leave blank.

B. Machines, tools, equipment and motor vehicles used during job performance.

Ticket-writers, LPR scanner and mobile units; portable printer, slim jim, battery cables, PC, fax, printer, electric carts, motor vehicles

C. Working Conditions: Outline the specific physical, mental and environmental conditions/requirements associated with the essential functions of this position using the "Working Conditions Demand" Form.

MANDATED REPORTING: The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. (HRM Use Only)

- Limited Reporter
- General Reporter

ESSENTIAL FUNCTIONS: According to EEOC regulations, essential functions are those job duties which must be performed by the employee with or without making a reasonable accommodation for a disability; they cannot be reassigned or restructured without changing the essence of the position, or seriously disrupting the operations of the unit. Estimate the percentage of time spent performing the functions, the skills and knowledge required, and the result or output expected. List the essential functions in descending order, beginning with most important.

% of Time	Essential Functions (Attach if Necessary)	Skills & Knowledge Required	Results/Outputs Expected
80%	Check parked vehicles to ensure plate has valid permit. Follow beat schedule, use LPR equipment. Assists with trouble-shooting parking pay stations. Performs battery-jumps and vehicle unlocks. Directs traffic, enforces misuse of disabled permits. Provides daily customer service. Collects meter cassettes and delivers at One-Stop Office for prompt deposit.	Knowledge of parking regulations, selected CA vehicle code sections and department policies.	Consistency, efficiency and good public relations. Ability to handle sensitive situations with tact and confidentiality.
15%	Provide information at Welcome Center and Kiosk. Reports incidents or evidence of vandalism and malicious mischief. Impounds cars with delinquent citations, conducts lot vacancy counts, reports light and emergency phone outages. Reports malfunctions at parking dispenser machines, missing signage and prepares records for municipal court appearances.	Accurate, detail-oriented, use of common sense, ability to work well with others and follow directions.	Professional and cooperative attitude with an emphasis on customer service.
5%	Other related duties as assigned.		

OTHER FUNCTIONS: These functions may be currently assigned to the position, if necessary, "reasonable" accommodation may be made by restructuring the work or reassigning the responsibilities to other staff.

Other related duties as assigned

PURPOSE AND NATURE OF WORK RELATIONSHIPS: List and define the working relationships with people and/or entities on and off campus (other than the supervisor or persons supervised) with whom this employee interacts on a continuing basis, and how often these interactions occur, i.e., daily, monthly.

Campus visitors, faculty/staff, and students (daily)

POSITIONS REPORTING DIRECTLY TO THIS POSITION: Indicate their title and hours per week (list on organizational chart).

N/A

SIGNATURES: The signatures of supervisor/administrator authorize the assigned duties and responsibilities. The signature of the incumbent indicates he/she has received a copy of this position description, has read it, and discussed it with the supervisor.

Incumbent

Date

Lead or Supervisor

Carmen Jackupin

Date

01/05/2024

Dean/Department Head/Director

[Signature]

Date

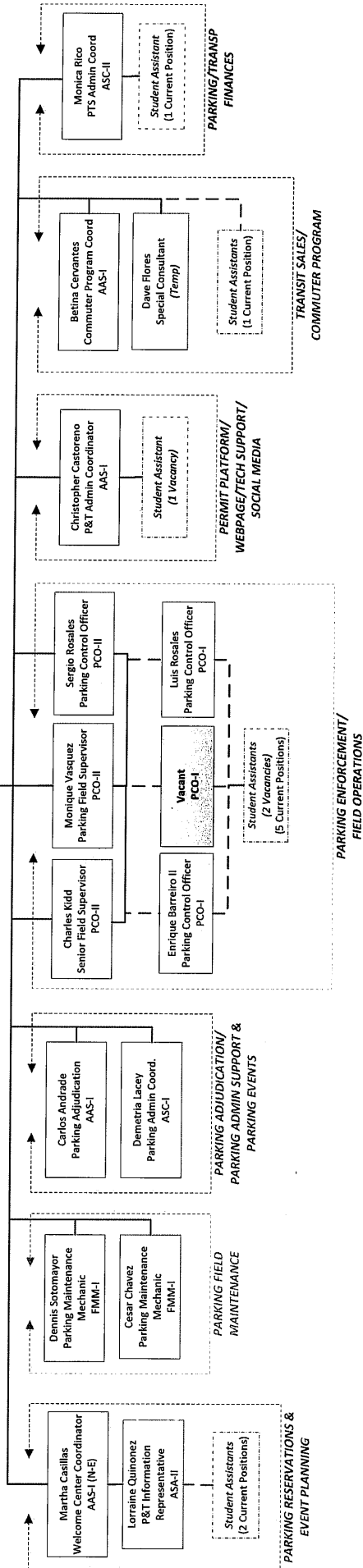
01/05/2024

Appropriate Administrator (if different from above)

Date



Carmen Gachupin, Director
 Parking & Transportation Services
 MPP-II



- Dec 2023**
- 15 Perm. Staff Members (incl. MPP-II)
 - 1 Temp Staff Position
 - 9 Student Assistants

PARKING & TRANSPORTATION SERVICES
 DEPARTMENT OF PUBLIC SAFETY

WORKING CONDITIONS DEMAND FORM

A. Physical

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

- | | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1. Stand | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Walk | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. Sit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Use hands to finger, handle, or feel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Reach with hands and arms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Repetitive use of feet/hands | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Climb or balance | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Stoop, kneel, crouch, crawl | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Talk or hear | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Taste or smell | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Test/Analyze | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12. Drive motor vehicles and operate equipment .. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 13. Operate scientific equipment and machinery | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

B. Weight

Does job require that weight be lifted or force exerted? Yes No

Check the appropriate boxes. (In measures of time)

- | | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|----------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|
| 1. Up to 10 lbs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Up to 25 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Up to 50 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Up to 75 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Up to 100 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. More than 100 lbs. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Attach addendum on the specific job duties that require the physical effort selected above.

C. Vision

Does this job have special vision requirements? Yes No
Check all that apply.

1. Close vision (clear vision at 20 inches or less)
2. Distance vision (clear vision at 20 feet or more)
3. Color vision (ability to identify and distinguish colors)
4. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
5. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
6. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
7. No special vision requirements.

D. Mental

Indicate the extent of mental effort required for the job. Check the appropriate box. (In measures of time)

- | | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| 1. Direct others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2. Write | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Use math/calculations .. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Work at various tempos | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5. Concentrate amid distractions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Remember names | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Remember details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8. Make decisions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 9. Work rapidly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Examine/observe details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Make notes on the specific job duties that require the mental effort selected above.

E. Environmental

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

- | | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| 1. Wet or humid conditions (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Work near moving mechanical parts | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Work in high, precarious places | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Fumes or airborne particles | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Toxic or caustic chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Outdoor weather conditions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7. Extreme cold (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Extreme heat (non-weather) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Risk of electrical shock | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Work with explosives | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Risk of radiation | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Vibration | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

F. Noise

How much noise is typical for the work environment of this job? Check the appropriate level below.

1. Very quiet (examples: forest trail, isolation booth for hearing test)
2. Quiet (examples: library, private office)
3. Moderate noise (examples: business office with computers and printers, light traffic)
4. Loud (examples: large earth-moving equipment)
5. Very loud (examples: jack hammer work, front row at concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

HOW SHOULD A FUNCTION BE CONSIDERED?

The EEOC indicates that in “identifying an essential function to determine if an individual with a disability is qualified, the employer should focus on the **purpose of the function** and the **result to be accomplished**, rather than the manner in which the function presently is performed. An individual with a disability may be qualified to perform the function if an accommodation would enable this person to perform the job in a different way, and the accommodation does not impose an undue hardship.”

Examples In a job requiring use of a computer, the essential function is the ability to access, input and retrieve information from the computer. It is not “essential” that a person in this job enter information manually, or visually read the information on the computer screen. Adaptive devices or computer software can enable a person without arms or a person with impaired vision to perform the essential functions of the job.

A job that requires objects to be moved from one place to another should state that essential function. The analysis may note that the person in the job “lifts 50-pound cartons to a height of 3 to 4 feet and loads them into truck-trailers 5 hours daily, “but should not identify the “ability to manually lift and load 50-pound cartons” as an essential function unless this is the only method by which the function can be performed without causing an undue hardship.

If a job requires mastery of information contained in technical manuals, this essential function would be “ability to learn technical material, “ rather than “ability to read technical manuals. “People with visual and other reading impairments could perform this function using other means, such as audiotapes.

A supervisor may structure operations to be carried out by a “team” of workers. Each worker performs a different function, but every worker is required, on a rotating basis, to perform each function. In this situation, an the functions may be considered to be essential for the job, rather than a single function that any one worker performs at a particular time.

WHO IS ENTITLED TO REASONABLE ACCOMMODATION?

Qualified individuals with a disability who can perform the essential function of a job, with or without reasonable accommodation. ADA protection only extends to persons with disabilities, as defined by the statute and by EEOC regulations. Not all health or medical conditions are ADA disabilities, however, and frequently an employer will need to determine whether a particular applicant is a person with an ADA disability before determining accommodation obligations.