



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
AA/S – NE	1038	2	1	TR	02/13/2023

1. POSITION INFORMATION

Employee: _____ Department: UTAPS

Current Classification: Administrative Analyst/Specialist NE Working Title: Parking Systems Analyst

Time Base: F.T. P.T. _____ % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____

Name & Title of Work Lead (if any): _____

Name & Title of Appropriate Administrator: Jeff Dierking, Director UTAPS

Name & Title of Dean/Manager (MPP): Anthony Lucas, AVP

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: Josh Neri

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. 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 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: Jeff Dierking Date: 2/12/2023

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Dean/Manager (MPP): _____

Date: _____

4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

Entry to this classification requires general knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. This foundation would normally be obtained through a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Experience investigating and analyzing problems with broad administrative impact and implications.
2. Experience with business process analysis.
3. Experience in translating data and requirements into a coherent visual model of the business system or workflow process to bring clarity and unity among stakeholders, reveal bottlenecks that impeded performance.
4. Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
5. Thorough knowledge of policies, procedures, and outside regulation pertaining to the applicable program and/or administrative specialty.
6. Working knowledge of operational and fiscal analysis and techniques.
7. Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
8. Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
9. Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
10. Ability to analyze operational issues and recommend procedural changes.
11. Ability to train other on new skills and procedures and provide lead work direction.

Conditions of Employment

- Ability to pass a background check

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

12. Experience working at a university.
13. Experience working with confidential information.
14. Experience working with T2 Systems Unified Parking Management Program or similar solutions.
15. Experience working with Crystal Reports or similar reporting software.

Employee Initials: _____

Date: _____

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16. Ability to troubleshoot and program daily parking permit machines, parking occupancy systems and LPR systems.

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the general direction of the Director of UTAPS, the Parking Systems Analyst oversees the operation, audit and integration of all parking software programs. This position involves independent performance on development, evaluation and implementation of various data within the parking programs. This is achieved by analyzing and addressing problems through reasoning and the interpretation of parking policies and practices.

The Parking Systems Analyst will train others on new skills and procedures as it relates to the parking software programs. This position will be the main contact with parking vendors and will coordinate all upgrades/changes to the programs and coordinate the maintenance and preventative maintenance of parking permit machines.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
75%	DWM	<p>PARKING SYSTEMS ADMINISTRATION</p> <p>This position will have specialized responsibilities in operating, maintaining and reporting for the campus parking management database solution (T2 Systems Unified Parking Management Program) and various other software programs that integrate with this program (Genetic LPR system, Parking Logix system, Eco falcon system, PayByPhone, ChargePoint, Digital Iris, DMV system). This will require extensive knowledge and the ability to perform specialized duties with autonomy and accountability for work results. This position will require a deep understanding of the parking management solution at a methodical level, which will require conference attendance, ongoing training and research into the system and its capabilities. This position will handle multiple work priorities using independent judgement to make decisions and determine appropriate solutions. This position will work directly with the Director of Parking & Transportation Services providing financial reporting and support. This position will provide a lead role for training and support for parking staff in all parking programs.</p> <p>This position will be responsible for investigating best practices in regards to the T2 Systems solutions and related software programs, which will require research, analysis, assessment and interaction with the online "T2 Community". This position will require proficiency in Crystal Reports to configure and/or generate new reports in T2 Systems. This position will provide system staff training and skill development related to the parking management database and other integrations.</p> <p>This position will require managing many forms of data within the system, troubleshooting and fixing issues as they occur through queries and conducting testing</p>

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10%	DWM	<p>of the system to ensure data integrity. This position will evaluate existing processes and procedure and recommend changes to streamline/improve processes and procedures.</p> <p>This position will require being the key contact for all vendors to troubleshoot and/or address any issue for PayByPhone, Digital Iris/Boss, Genetec LPR system, Parking Logix, Eco falcon system, ChargePoint, Doublemap and handheld enforcement devices. This will require basic knowledge of all these systems to be able to make changes and monitoring any issues that may be occurring within the software and requesting support from vendor when necessary. The position will be required to learn and implement any new hardware/software necessary to implement parking services.</p> <p>MAINTAINING PROCEDURES AND DOCUMENTS Administers the department's internal wiki (Confluence). Maintains the department's business continuity plan by creating and maintaining process maps and documentation. Act as liaison between end users and internal processes to identify and document software/system purpose, workflow issues and output needs. Maintains all the department's physical documents organized in the file room.</p>
5%	DWM	<p>REPORTING Develop queries and reports for department staff utilizing report generating and programming tools (Crystal Reports, Oracle SQL, and Microsoft Excel). Schedule and monitor parking systems reports.</p>
5%	DWM	<p>MAINTAINING PARKING PERMIT MACHINES Coordinates the daily parking permit machine program. Ensures machines are placed in effective locations, coordinates revenue collection on a regular basis; resolves revenue balancing problems with the Cashiers Office; ensures machines are well-maintained through a preventative maintenance schedule and kept in good repair; develops written procedures on permit machine operations; ensures machines are stocked with permit paper; coordinates more extensive repairs of machines with vendors.</p>

8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	DWM	Other duties as assigned.

9. ADDITIONAL INFORMATION

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To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

The Parking Systems Analyst functions under general supervision of the Director of UTAPS. The analyst is responsible for maintaining and improving processes related to parking systems. The analyst must have a high level of attention to detail, a thorough understanding of all applicable transportation regulations and highly developed sense of judgement, critical thinking skills and common sense.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

The Parking Systems Analyst utilizes extensive research, analysis, and problem-solving skills. The analyst utilizes process improvement strategies and statistical analysis to meet department goals.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

The Parking Systems Analyst will serve as the primary contact for the different parking programs, which include T2 Systems Unified Parking Management Program, Genetec LPR system, Parking Logix system, Eco falcon system, ChargePoint, PayByPhone system, DMV system and parking permit machines. The analyst is a liaison with outside vendors, departments, and agencies.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	O	Direct others	O	Is exposed to excessive noise
F	Stand	F	Concentrate	O	Is around moving machinery
F	Walk	F	Analyze	O	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
F	Bend	F	Demonstrate recall	O	Is exposed to dust, fumes, gases, radiation, microwave (circle)
C	Climb	F	Make decisions		
C	Reach	F	Works rapidly	O	Drives motorized equipment
C	Kneel	F	Handle multiple tasks/priorities	O	Works in confined quarters
C	Push/Pull	F	Tolerate variety	O	Works in high places
C	Have gross hand coordination	F	Work with others	O	Other:
C	Have fine hand coordination		Other:		
C	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				

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Date:

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F	See to accomplish a task	
F	Talk	
F	Communicate	
C	Lift: __25_lbs. max	
C	Carry: 25__lbs. max	
C	Operate equipment	
F	Perform keyboard entry	
	Other:	

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used