

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**PARKING ENFORCEMENT SUPERVISOR - 1639**

**DEFINITION:**

Under direction, to supervise the work of a group of Parking Enforcement Officers engaged in patrolling assigned geographic areas; to investigate and resolve complaints; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Prepares work schedules to ensure adequate coverage for routine and emergency situations;
- Selects, assigns, and rates the work performance of Parking Enforcement Officers;
- Investigates citizen complaints and recommends appropriate action;
- Reviews accidents and on-the-job injuries of City employees;
- Prepares written responses to route slips;
- Reviews citation dismissal recommendations for appropriateness;
- Trains subordinates on the issuance of parking citations, municipal and California Vehicle Code provisions, police radio use, and scooter/electric powered vehicle operation;
- Reviews and makes recommendations on vehicle impound procedures and reports;
- Checks citations written by Parking Enforcement Officers; issues citations for violations of parking control ordinances;
- Answers questions and gives information to the public;
- Checks vehicle, parking citation, and registered owner information via computer;
- Inspects uniforms and scooters;
- Operates a personal computer to access citations and other information;
- Attends review board meetings;
- Prepares daily reports;
- May testify in court.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience at a level equivalent to a Parking Enforcement Officer II with the City of San Diego; **OR** three years of full-time experience at a level equivalent to a Parking Enforcement Officer I with the City of San Diego. Possession of a valid California Class C Driver's License.

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**