

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

PARKING ENFORCEMENT OFFICER II - 1630

DEFINITION:

Under direction, leads and participates in the work of Parking Enforcement Officers engaged in patrolling assigned geographic areas, issuing parking violation notices, and impounding illegally parked or abandoned vehicles; and performs related work.

*** EXAMPLES OF DUTIES:**

- Assigns daily work of subordinates;
- Inspects and issues equipment;
- Monitors the work of subordinates in the field;
- Trains subordinates;
- Responds to citizen complaints and route slips;
- Reviews the more routine parking citation dismissal recommendations in accordance with established standards;
- Issues citations for violations of California Vehicle Code provisions and Municipal parking ordinances;
- Investigates the more complex construction traffic control permit violations or misuse of disabled parking placards;
- Identifies construction zone violations and notifies the appropriate agency;
- Issues misdemeanor citations;
- Impounds illegally parked or abandoned vehicles;
- Tracks and removes meter hoods;
- Responds to routine inquiries from the media or the public, and makes presentations before community groups;
- Assists supervisor with biweekly payroll and monthly statistics;
- Maintains work logs and operates a personal computer to access citations and other department information;
- Provides input regarding the work performance of subordinates.

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>.

Two years of full-time experience as a Parking Enforcement Officer I with the City of San Diego. Possession of a valid California C Driver License is required.

- * 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.**