

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.656
	STATE OF HAWAII	8.658
.....		8.660

Minimum Qualification Specifications
for the Classes:

PARKING & SECURITY OFFICER I and II
PARKING & SECURITY SUPERVISOR

Registration Requirement

Applicants must be registered as a Guard with the State of Hawaii Board of Private Detectives and Guards, in accordance with Act 208, Session Laws of Hawaii 2010.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown in the following table, or any equivalent combination of training and experience.

Class Title	General Exp (Yrs)	Spclzd Exp (Yrs)	Supvy Exp (Yrs)	Total Exp (Yrs)
Parking & Security Officer I	1	0	0	1
Parking & Security Officer II	1	1	0	2
Parking & Security Supervisor	1	2	*	3

General Experience: Work experience which demonstrated the ability to: (1) meet and deal effectively with people; (2) enforce and apply various rules and regulations; (3) prepare reports; and (4) perform simple arithmetic computations (addition, subtraction, multiplication, division).

Specialized Experience: Work experience which involved checking parking lots for parking violators, citing violators, and directing traffic within parking lots.

*Supervisory Aptitude: Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, or in similar work in which opportunities for demonstrating supervisory capabilities exist; by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

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Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

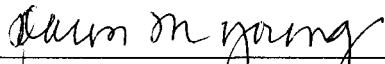
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes PARKING & SECURITY OFFICER I and II, and PARKING & SECURITY SUPERVISOR which were approved on January 9, 2013.

DATE APPROVED: 7/1/2013



BARBARA A. KRIEG, Director
Director of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2026

Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR04	ANN	36,192	37,632	39,216	40,776	42,396	44,040	45,852	47,652	49,536	51,528	53,544
	MON	3,016	3,136	3,268	3,398	3,533	3,670	3,821	3,971	4,128	4,294	4,462
	8HR	139.20	144.72	150.80	156.80	163.04	169.36	176.32	183.28	190.56	198.16	205.92
	HRLY	17.40	18.09	18.85	19.60	20.38	21.17	22.04	22.91	23.82	24.77	25.74
SR05	ANN	36,936	38,388	40,008	41,604	43,248	44,940	46,788	48,588	50,508	52,584	54,648
	MON	3,078	3,199	3,334	3,467	3,604	3,745	3,899	4,049	4,209	4,382	4,554
	8HR	142.08	147.68	153.84	160.00	166.32	172.88	179.92	186.88	194.24	202.24	210.16
	HRLY	17.76	18.46	19.23	20.00	20.79	21.61	22.49	23.36	24.28	25.28	26.27
SR06	ANN	37,692	39,156	40,824	42,444	44,112	45,828	47,736	49,596	51,540	53,628	55,740
	MON	3,141	3,263	3,402	3,537	3,676	3,819	3,978	4,133	4,295	4,469	4,645
	8HR	144.96	150.64	157.04	163.28	169.68	176.24	183.60	190.72	198.24	206.24	214.40
	HRLY	18.12	18.83	19.63	20.41	21.21	22.03	22.95	23.84	24.78	25.78	26.80
SR07	ANN	38,412	39,960	41,640	43,284	45,012	46,752	48,708	50,604	52,596	54,720	56,868
	MON	3,201	3,330	3,470	3,607	3,751	3,896	4,059	4,217	4,383	4,560	4,739
	8HR	147.76	153.68	160.16	166.48	173.12	179.84	187.36	194.64	202.32	210.48	218.72
	HRLY	18.47	19.21	20.02	20.81	21.64	22.48	23.42	24.33	25.29	26.31	27.34
SR08	ANN	39,192	40,764	42,480	44,160	45,912	47,700	49,668	51,636	53,652	55,812	58,008
	MON	3,266	3,397	3,540	3,680	3,826	3,975	4,139	4,303	4,471	4,651	4,834
	8HR	150.72	156.80	163.36	169.84	176.56	183.44	191.04	198.64	206.32	214.64	223.12
	HRLY	18.84	19.60	20.42	21.23	22.07	22.93	23.88	24.83	25.79	26.83	27.89
SR09	ANN	39,996	41,652	43,272	44,976	46,800	48,648	50,652	52,656	54,756	56,904	59,196
	MON	3,333	3,471	3,606	3,748	3,900	4,054	4,221	4,388	4,563	4,742	4,933
	8HR	153.84	160.24	166.40	172.96	180.00	187.12	194.80	202.56	210.64	218.88	227.68
	HRLY	19.23	20.03	20.80	21.62	22.50	23.39	24.35	25.32	26.33	27.36	28.46
SR10	ANN	41,652	43,272	44,976	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596
	MON	3,471	3,606	3,748	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133
	8HR	160.24	166.40	172.96	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88
	HRLY	20.03	20.80	21.62	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2026

Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR11	ANN	43,272	44,976	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056
	MON	3,606	3,748	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338
	8HR	166.40	172.96	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40
	HRLY	20.80	21.62	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80
SR12	ANN	44,976	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660
	MON	3,748	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555
	8HR	172.96	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40
	HRLY	21.62	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05
SR13	ANN	46,800	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216
	MON	3,900	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768
	8HR	180.00	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24
	HRLY	22.50	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28
SR14	ANN	48,648	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036
	MON	4,054	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003
	8HR	187.12	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04
	HRLY	23.39	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63
SR15	ANN	50,652	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904
	MON	4,221	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242
	8HR	194.80	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08
	HRLY	24.35	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01
SR16	ANN	52,656	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904	77,880
	MON	4,388	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242	6,490
	8HR	202.56	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08	299.52
	HRLY	25.32	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01	37.44
SR17	ANN	54,756	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904	77,880	81,048
	MON	4,563	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242	6,490	6,754
	8HR	210.64	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08	299.52	311.76
	HRLY	26.33	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01	37.44	38.97

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2026

Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR18	ANN	56,904	59,196	61,596	64,056	66,660	69,216	72,036	74,904	77,880	81,048	84,240
	MON	4,742	4,933	5,133	5,338	5,555	5,768	6,003	6,242	6,490	6,754	7,020
	8HR	218.88	227.68	236.88	246.40	256.40	266.24	277.04	288.08	299.52	311.76	324.00
	HRLY	27.36	28.46	29.61	30.80	32.05	33.28	34.63	36.01	37.44	38.97	40.50
SR19	ANN	59,196	61,596	64,056	66,660	69,216	72,036	74,904	77,880	81,048	84,240	87,660
	MON	4,933	5,133	5,338	5,555	5,768	6,003	6,242	6,490	6,754	7,020	7,305
	8HR	227.68	236.88	246.40	256.40	266.24	277.04	288.08	299.52	311.76	324.00	337.12
	HRLY	28.46	29.61	30.80	32.05	33.28	34.63	36.01	37.44	38.97	40.50	42.14
SR20	ANN	61,596	64,056	66,660	69,216	72,036	74,904	77,880	81,048	84,240	87,660	91,236
	MON	5,133	5,338	5,555	5,768	6,003	6,242	6,490	6,754	7,020	7,305	7,603
	8HR	236.88	246.40	256.40	266.24	277.04	288.08	299.52	311.76	324.00	337.12	350.88
	HRLY	29.61	30.80	32.05	33.28	34.63	36.01	37.44	38.97	40.50	42.14	43.86
SR21	ANN	64,056	66,660	69,216	72,036	74,904	77,880	81,048	84,240	87,660	91,236	94,824
	MON	5,338	5,555	5,768	6,003	6,242	6,490	6,754	7,020	7,305	7,603	7,902
	8HR	246.40	256.40	266.24	277.04	288.08	299.52	311.76	324.00	337.12	350.88	364.72
	HRLY	30.80	32.05	33.28	34.63	36.01	37.44	38.97	40.50	42.14	43.86	45.59
SR22	ANN	66,660	69,216	72,036	74,904	77,880	81,048	84,240	87,660	91,236	94,824	98,616
	MON	5,555	5,768	6,003	6,242	6,490	6,754	7,020	7,305	7,603	7,902	8,218
	8HR	256.40	266.24	277.04	288.08	299.52	311.76	324.00	337.12	350.88	364.72	379.28
	HRLY	32.05	33.28	34.63	36.01	37.44	38.97	40.50	42.14	43.86	45.59	47.41
SR23	ANN	69,216	72,036	74,904	77,880	81,048	84,240	87,660	91,236	94,824	98,616	102,600
	MON	5,768	6,003	6,242	6,490	6,754	7,020	7,305	7,603	7,902	8,218	8,550
	8HR	266.24	277.04	288.08	299.52	311.76	324.00	337.12	350.88	364.72	379.28	394.64
	HRLY	33.28	34.63	36.01	37.44	38.97	40.50	42.14	43.86	45.59	47.41	49.33
SR24	ANN	72,036	74,904	77,880	81,048	84,240	87,660	91,236	94,824	98,616	102,600	106,728
	MON	6,003	6,242	6,490	6,754	7,020	7,305	7,603	7,902	8,218	8,550	8,894
	8HR	277.04	288.08	299.52	311.76	324.00	337.12	350.88	364.72	379.28	394.64	410.48
	HRLY	34.63	36.01	37.44	38.97	40.50	42.14	43.86	45.59	47.41	49.33	51.31

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2026

Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SR25	ANN	74,904	77,880	81,048	84,240	87,660	91,236	94,824	98,616	102,600	106,728	110,940
	MON	6,242	6,490	6,754	7,020	7,305	7,603	7,902	8,218	8,550	8,894	9,245
	8HR	288.08	299.52	311.76	324.00	337.12	350.88	364.72	379.28	394.64	410.48	426.72
	HRLY	36.01	37.44	38.97	40.50	42.14	43.86	45.59	47.41	49.33	51.31	53.34
SR26	ANN	77,880	81,048	84,240	87,660	91,236	94,824	98,616	102,600	106,728	110,940	115,344
	MON	6,490	6,754	7,020	7,305	7,603	7,902	8,218	8,550	8,894	9,245	9,612
	8HR	299.52	311.76	324.00	337.12	350.88	364.72	379.28	394.64	410.48	426.72	443.60
	HRLY	37.44	38.97	40.50	42.14	43.86	45.59	47.41	49.33	51.31	53.34	55.45
SR27	ANN	81,048	84,240	87,660	91,236	94,824	98,616	102,600	106,728	110,940	115,344	119,952
	MON	6,754	7,020	7,305	7,603	7,902	8,218	8,550	8,894	9,245	9,612	9,996
	8HR	311.76	324.00	337.12	350.88	364.72	379.28	394.64	410.48	426.72	443.60	461.36
	HRLY	38.97	40.50	42.14	43.86	45.59	47.41	49.33	51.31	53.34	55.45	57.67
SR28	ANN	84,240	87,660	91,236	94,824	98,616	102,600	106,728	110,940	115,344	119,952	124,860
	MON	7,020	7,305	7,603	7,902	8,218	8,550	8,894	9,245	9,612	9,996	10,405
	8HR	324.00	337.12	350.88	364.72	379.28	394.64	410.48	426.72	443.60	461.36	480.24
	HRLY	40.50	42.14	43.86	45.59	47.41	49.33	51.31	53.34	55.45	57.67	60.03
SR29	ANN	87,660	91,236	94,824	98,616	102,600	106,728	110,940	115,344	119,952	124,860	129,840
	MON	7,305	7,603	7,902	8,218	8,550	8,894	9,245	9,612	9,996	10,405	10,820
	8HR	337.12	350.88	364.72	379.28	394.64	410.48	426.72	443.60	461.36	480.24	499.36
	HRLY	42.14	43.86	45.59	47.41	49.33	51.31	53.34	55.45	57.67	60.03	62.42
SR30	ANN	91,236	94,824	98,616	102,600	106,728	110,940	115,344	119,952	124,860	129,840	134,904
	MON	7,603	7,902	8,218	8,550	8,894	9,245	9,612	9,996	10,405	10,820	11,242
	8HR	350.88	364.72	379.28	394.64	410.48	426.72	443.60	461.36	480.24	499.36	518.88
	HRLY	43.86	45.59	47.41	49.33	51.31	53.34	55.45	57.67	60.03	62.42	64.86
SR31	ANN	94,824	98,616	102,600	106,728	110,940	115,344	119,952	124,860	129,840	134,904	140,328
	MON	7,902	8,218	8,550	8,894	9,245	9,612	9,996	10,405	10,820	11,242	11,694
	8HR	364.72	379.28	394.64	410.48	426.72	443.60	461.36	480.24	499.36	518.88	539.76
	HRLY	45.59	47.41	49.33	51.31	53.34	55.45	57.67	60.03	62.42	64.86	67.47

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2026

Bargaining Unit: 03 White Collar, Non-supervisor

		Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M
SC01	ANN	98,616	102,600	106,728	110,940	115,344	119,952	124,860	129,840	134,904	140,328	145,968
	MON	8,218	8,550	8,894	9,245	9,612	9,996	10,405	10,820	11,242	11,694	12,164
	8HR	379.28	394.64	410.48	426.72	443.60	461.36	480.24	499.36	518.88	539.76	561.44
	HRLY	47.41	49.33	51.31	53.34	55.45	57.67	60.03	62.42	64.86	67.47	70.18
SC02	ANN	102,600	106,728	110,940	115,344	119,952	124,860	129,840	134,904	140,328	145,968	151,872
	MON	8,550	8,894	9,245	9,612	9,996	10,405	10,820	11,242	11,694	12,164	12,656
	8HR	394.64	410.48	426.72	443.60	461.36	480.24	499.36	518.88	539.76	561.44	584.16
	HRLY	49.33	51.31	53.34	55.45	57.67	60.03	62.42	64.86	67.47	70.18	73.02
SC03	ANN	106,728	110,940	115,344	119,952	124,860	129,840	134,904	140,328	145,968	151,872	157,944
	MON	8,894	9,245	9,612	9,996	10,405	10,820	11,242	11,694	12,164	12,656	13,162
	8HR	410.48	426.72	443.60	461.36	480.24	499.36	518.88	539.76	561.44	584.16	607.44
	HRLY	51.31	53.34	55.45	57.67	60.03	62.42	64.86	67.47	70.18	73.02	75.93

Class Specifications
for the Class:

PARKING & SECURITY OFFICER I

Distinguishing Characteristics:

This class reflects responsibility for enforcing State parking lot rules and regulations and county traffic codes relative to vehicle parking, issuing citations to violators, protecting related property, and maintaining order in government parking lots and surrounding areas within assigned geographic locations. Positions in this class act as first responders to alarms, scenes of accidents, hazards, public disorders, criminal activities and other disturbances/emergencies, and perform private citizen's arrest as required to enforce all parking rules and regulations as prescribed by the agency. Work is performed independently at assigned work locations, and is subject to periodic check as well as review of reports and citations issued.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Patrols parking lots and other government property used for vehicle parking within assigned geographic locations; may operate vehicle radio, walkie-talkie, and patrol car; checks parking permits and parking meters; issues citations for parking violations; unlocks and clears parking meters of foreign objects and checks meters for defects to confirm or disprove complaints made by cited violators; reports defective parking meters; directs traffic within lots and on other government property; prohibits unauthorized parking; writes "tow-away" tickets and contacts supervisor by walkie-talkie for tow truck; observes parking lots and other government property to prevent and discourage thefts, use of slugs in meters, disorderliness, and other unlawful acts within parking and other assigned areas; responds, if possible, without the use of physical restraints or force and without endangering self or others to emergencies, alarms, scenes of accidents, vehicle break-ins, assaults, hazards, public disorders, criminal activities and other disturbances/emergencies; and contacts supervisor and/or appropriate external agency support, such as police, fire or ambulance as needed; questions and detains violators; coordinates with law enforcement agencies in detaining suspects and/or witnesses; gathers facts and prepares reports of accidents, incidents and complaints of State officials, employees and the general public; appears in court to present evidence and testimony; assists the general public by providing information and direction to offices and buildings; operates a cash register in the collection of parking fees, gives proper change as necessary, and balances cash with parking tickets at the end of the work shift; collects monies from parking meters and deposits in designated

financial institution; assists with traffic control during special functions and emergencies; may oversee work and keep record of part-time assistants as assigned; receives training in the repair and maintenance of parking meters; and performs minor maintenance and cleaning of parking control equipment and facilities.

Knowledge and Abilities Required:

Knowledge of: Rules and regulations governing government parking lots and vehicle parking on other government property; county traffic codes relative to parking; and simple record keeping and report writing.

Ability to: Follow oral and written instructions; operate a radio-equipped motor vehicle and walkie-talkie; understand and explain rules, regulations and procedures concerning parking lots; deal tactfully and effectively with the general public; serve as witness in court; obtain facts and submit written reports concerning accidents, complaints, incidents and violations; operate a cash register; perform simple arithmetic (addition, subtraction, multiplication, division); direct traffic in assigned areas; think and act quickly in an emergency; and perform minor maintenance and cleaning of parking control equipment and facilities.

This is an amendment to the class specifications for the class PARKING AND SECURITY OFFICER I, which were approved on February 14, 2000.

DATE APPROVED: 7/1/2013



BARBARA A. KRIEG, Director
Department of Human Resources Development

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Class Specifications
for the Class:

PARKING & SECURITY OFFICER II

Distinguishing Characteristics:

In addition to independently enforcing State parking lot rules and regulations and county traffic codes relative to vehicle parking, issuing citations to violators, protecting related property, and maintaining order in government parking lots and surrounding areas within assigned geographic locations, a position in this class performs skilled work in the maintenance, repair and testing of parking meters for a substantial percentage of time and schedules the inspection and servicing of meters.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Patrols parking lots and other government property used for vehicle parking within assigned geographic locations; may operate vehicle radio, walkie-talkie, patrol car, checks parking permits and parking meters; issues citations for parking violations; unlocks and clears parking meters of foreign objects and checks meters for defects to confirm or disprove complaints made by cited violators; reports defective parking meters; directs traffic within lots and on other government property; prohibits unauthorized parking; writes "tow-away" tickets and contacts supervisor by walkie-talkie for tow truck; observes parking lots and other government property to prevent and discourage thefts, use of slugs in meters, disorderliness, and other unlawful acts within parking and other assigned areas; questions and detains violators and contacts supervisor and/or police for assistance; coordinates with law enforcement agencies in detaining suspects and/or witnesses; gathers facts and prepares reports of accidents, incidents and complaints of State officials, employees and the general public; appears in court to present evidence and testimony; assists the general public by providing information and direction to offices and buildings; operates a cash register in the collection of parking fees, gives proper change as necessary, and balances cash with parking tickets at the end of the work shift; collects monies from parking meters and deposits in designated financial institution; assists with traffic control during special functions and emergencies; oversees work and keeps record of part-time assistants as assigned; maintains, repairs, adjusts and tests all parking meters in an assigned area; locates faulty meters as reported by employees, parking control units or the public; makes daily inspection of metered parking areas for pedestal damage, broken locks, bolts, plugged coin slots and presence of parking regulatory signs; removes, installs or replaces signs as required; determines whether minor field adjustment or major shop repair is required; disassembles parking meters; checks gears, stems, bearings, clock

parts and other mechanical parts; assembles meters and checks for gear train reactions, proper timing of clock, correct coin count and correct purchased time; converts parking meters to various time limits using factory conversion kits; services and repairs coin collection bags and boxes; maintains and replenishes inventory of meter parts; submits daily work report of meters serviced or repaired; and performs minor maintenance and cleaning of parking control equipment and facilities.

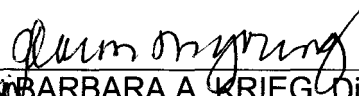
Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Rules and regulations governing government parking lots and vehicle parking on other government property; county traffic codes relative to parking; simple record keeping and report writing; methods, tools, equipment and materials used in testing and repairing manual and automatic parking meters.

Ability to: Follow oral and written instructions; operate a radio-equipped motor vehicle, walkie-talkie, understand and explain rules, regulations and procedures concerning parking lots; deal tactfully and effectively with the general public; serve as witness in court; obtain facts and submit written reports concerning accidents, complaints, incidents and violations; operate a cash register; perform simple arithmetic (addition, subtraction, multiplication, division); direct traffic in assigned areas; operate a drill press, buffer, grinder and other machine shop equipment required for the repair and servicing of parking meters; and perform minor maintenance and cleaning of parking control equipment and facilities.

This is an amendment to the class specifications for the class PARKING & SECURITY OFFICER II, which were approved on February 14, 2000.

DATE APPROVED: July 1, 2013



BARBARA A. KRIEG, Director
Department of Human Resources Development

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Class Specifications
for the Class:

PARKING & SECURITY SUPERVISOR

Distinguishing Characteristics:

This class involves immediate overall responsibility for parking control including supervising the enforcement of State parking lot rules and regulations and the repair and maintenance of parking meters, handling complaints, serving as liaison with other agencies, overseeing the collection and deposit of monies from parking meters, and recommending changes in rules, regulations and operating procedures.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Schedules, assigns, reviews and evaluates the work of subordinates; interprets and disseminates information concerning policies, procedures, rules and regulations; provides on-the-job training; maintains a current list of parking space assignments, and informs subordinates of changes in space assignments; investigates and reports or reviews reports of accidents occurring in parking lots; reviews all citations and warnings issued, and submits recommendations to the supervisor on these matters; coordinates records of citations with Traffic Violations Bureau; oversees the replacement of defective or inoperative meters; enforces parking rules and regulations; maintains records of parking meter repairs and collections, citations and warnings, periodic and other reports; inspects parking areas and requests repairs and maintenance; reviews, resolves or refers complaints received from State employees and the public; observes the adequacy of policies, rules and regulations, operating procedures, parking lot layouts and markings, and recommends changes to reduce hazards and/or increase the number of spaces available; recommends shifting of space assignments as required by changing conditions; arranges for adequate staffing and parking spaces for special occasions; may supervise temporary or part-time personnel assigned to the branch; provides liaison with the police department and other government agencies as directed; participates in pre-trial conferences and presents evidence in court; oversees the collection and deposit of monies from parking meters; and arranges for towing of illegally parked vehicles.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles and practices of supervision; rules and regulations governing government parking lots and vehicle parking on other government property; county traffic codes relative to parking; office practices and procedures; methods, tools, equipment and materials used in repairing manual and automatic parking meters; and recordkeeping and report writing.

Ability to: Supervise the work of others; interpret, apply and enforce parking regulations; recommend changes in rules and regulations; review and recommend changes in operating procedures; observe traffic flow in lots and adjacent streets and make sound and practical recommendations; and deal tactfully with State employees and the public.

This is an amendment to the specification for class PARKING CONTROL SUPERVISOR which was approved on December 28, 1971.

(Updated on 9/5/02 to reflect a change in title from Parking Control Supervisor to PARKING & SECURITY SUPERVISOR, effective 7/11/01.)

DATE APPROVED: 2/14/00

/s/ Dawn M. Young
for MIKE McCARTNEY
Director of Human Resources Development