

HUMBOLDT STATE UNIVERSITY



Parking Officer I

Parking & Commuter Services

Job # 21-70

First Review: October 15, 2021

(Job # 21-70) Parking Officer I, Parking & Commuter Services, \$2,912 - \$4,501. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a full-time, benefited, non-exempt, 12-month pay plan, permanent position with a one-year probationary period in Parking & Commuter Services. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Position Summary: Under general oversight of the Chief of Police and with lead work direction provided by the Parking Officer II, Parking Officers in this classification perform duties primarily associated with enforcement of the University's parking regulations, coordinating and assisting with the physical logistics for campus special events and emergencies, providing traffic control and placement of traffic control devices to facilitate traffic flow, and providing general information and parking assistance to the public. Duties also may include selling daily parking permits and collecting fees and monies when needed.

Duties:

- Enforces University parking rules and regulations by patrolling parking lots, parking spaces and metered areas through the issuance of citations for parking and other violations as appropriate. Properly documents citations as required.
- Responds promptly and professionally to calls for service including safety escorts and motorist assists (i.e., lockouts, jump starts, etc.).
- Appears at hearings or in court for parking and related citations as required.
- Directs vehicles and pedestrian traffic as required for peak traffic flows, special events and emergencies.

- Collects parking fees/meter revenue utilizing approved University cash handling methods.
- Reports facility-related issues which impact safety or the ability to enforce parking rules and regulations using the Facilities Management work request system. Provides documentation as necessary.
- Coordinates and assists with the implementation of the physical logistics as related to parking and traffic safety for campus special events and emergencies.
- Assists with the collection of data required to complete parking-related reports as requested.
- Provides traffic control and placement of traffic control devices to facilitate traffic flow.
- Providing general information and parking assistance to the public as needed.
- Assists Parking Compliance Officers (student assistants) in the performance of their duties as related to enforcement and the provision of information associated with the University's parking program. Provides general oversight serving as a resource to Parking Compliance Officers in the absence of the Parking Officer II. To also include assistance in training Parking Compliance Officers.

Minimum Qualifications:

- High school diploma or equivalent plus three to six months of related experience associated with parking services, parking programs or law enforcement services.
- Ability to read and write at a level appropriate for the duties of the position.
- Ability to complete mathematical calculations appropriate for the duties of the position.
- Possession of a valid California driver's license for the operation of any vehicle or equipment required in the performance of duties.
- Possession of an appropriate driving record which is interpreted according to UCAM 6562 which requires certification that incumbent has not been issued more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months.

Required Knowledge, Skills, and Abilities:

- Working knowledge of applicable procedures and regulations related to parking and traffic control.
- Thorough knowledge of campus layout and parking facilities.
- Ability to deliver a high level of customer service and continually portray a sense of calm professionalism focused on responsive problem solving techniques to resolve issues with, at times, highly emotional and stressed clients as well as challenging and difficult personalities.
- Ability to act and resolve parking and traffic problems through clear and accurate analysis of the issue at hand so as to make effective and appropriate decisions.
- Ability to observe and recall details and incidents, as well as detect and respond appropriately to potentially hazardous situations.
- Ability to write standard parking reports and citations in a clear and concise manner.
- Ability to work independently under general supervision with closer supervision for new or more complex/sensitive assignments.
- Ability to read and write at a level appropriate for the duties of the position.
- Ability to perform arithmetic calculations at a level appropriate for the duties of the position.
- Ability to manage sensitive situations with tact and confidentiality.
- Working knowledge of parking-related equipment and the ability to troubleshoot technical issues associated with permit dispensers, parking meters, citation writers and other parking-related equipment.

- Ability to effectively use small hand tools to repair parking meters and permit dispensers.
- Ability to use reporting systems such as those used to issue citations.
- Ability to use two-way radios or other devices for communication.
- Ability to analyze and respond appropriately to emergency situations.
- Ability to observe safety requirements and safe work practices and methods.
- Ability to communicate effectively and work harmoniously with a wide variety of individuals.
- Ability to recognize and accommodate changing priorities, as communicated by a supervisor, in order to meet short and long term deadlines/goals.
- Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.
- Experience building and sustaining collaborative working relationships with a variety of individuals from diverse backgrounds.

Preferred Qualifications:

- 1) Knowledge of and/or the ability to learn to use applicable parking-related equipment and automated systems.

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/95972>

Application Deadline: This position will remain open until filled.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and

Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier public institutions in the Western United States; it is a rural and residential campus of approximately 7,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate, and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

Evidence of required degree(s), certification(s), or license(s) is required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the employment status of candidates or continued employment of current CSU employees who are being considered for the position.

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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See more photos at [Humboldt State University's Flickr page](#).