

**Career Service Authority**  
***Parking Operations Analyst***

Revised Date  
Revised By Patricia Anderson  
FLSA Code Non-Exempt  
Est. Date 09/16/95

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***General Statement of Duties***

Reviews and analyzes City-wide on-street parking regulations, restrictions, and policies.

***Essential Duties and Knowledge, Skill, and Ability Requirements***

1. Responds and investigates requests and complaints regarding on-street parking restrictions.
  - *Skill in investigating and analyzing information relative to the work assignment.*
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public.*
2. Performs field investigations for changes or modifications to existing parking regulations and prepares transportation work orders for changes in on-street parking regulations.
  - *Skill in investigating and analyzing information relative to the work assignment.*
  - *Skill in filling out forms and completing paperwork related to the work assignment.*
3. Attends meetings with civic groups, City Council, agency personnel, and other City agencies to respond to inquiries, gather data, and provide information on parking program policies and procedures.
  - *Skill in establishing and maintaining effective working relationships with other employees, organizations, and the public*
  - *Skill in using the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*

4. Develops new strategies to increase parking revenues and parking available.
  - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*
5. Maintains records and issues petitions for the Residential Parking Permit Program.
  - *Skill in independently adapting, interpreting, and applying written guidelines, precedents, an standardized work practices to a variety of unprecedented and problematic situations.*
  - *Skill in establishing, organizing, and maintaining files and records.*
6. Participates in or conducts special studies for parking operations.
  - *Skill in exercising initiative judgment, and decision making in solving problems and meeting organizational objectives.*
7. Assists in training and checking the work of other employees on various projects.
  - *Knowledge of supervisory principles and practices sufficient to eb able to establish priorities, assign and review work, and resolve problems.*
8. Performs other related duties as assigned or requested.

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*Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.*  
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## ***Job Requirements***

### **Level of Supervision**

May perform lead work on a job by job or rotating basic.

### **Guidance and Decision Making**

Guideline are generally but not ways clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place, and sequence of action to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated. Completed work is reviewed for soundness of judgment, conclusions, adequacy, and conformance to policy.

<b>Interpersonal Communications</b>	Contacts with public or employees where explanatory or interpretive information is exchanged, gathered, or presented.
<b>Physical Demands</b>	Sitting: remaining in the normal seated position. Stooping: bending the body by bending spine at the waist. Reaching: extending the hand (s) and arm (s) in any direction. Handling: seizing, holding, grasping, or otherwise working with hand (s). Fingering: picking, pinching, or otherwise working with fingers Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear. Repetitive motions: making frequent movement with a part of the body.
<b>Physical Strength</b>	Lifting: raising or lowering an object up to 10 pounds.
<b>Vision Requirements</b>	Near Acuity: ability to see clearly at 20 inches or less. Depth Perception: ability to judge distance and space relationships. Accommodation: ability to adjust vision to bring objects into focus
<b>Mental Demands</b>	Mathematical Memorization Oral Comprehension Spatial Orientation Written Comprehension
<b>Environmental Conditions</b>	May be exposed to extremes of heat and cold in all weather conditions.
<b>Working Conditions</b>	Subject to many interruptions
<b>Minimum Education</b>	Baccalaureate Degree in Political Science., Management, Business Administration, or a related field.
<b>Minimum Experience</b>	Two years of professional or technical experience performing research, projects, or studies.
<b>Equivalency</b>	A combination of appropriate education and experience may be substituted for the minimum education requirement except for 60 semester hours of required post-high school course work.

**Licensure and Certification**

Requires possession of a valid Colorado Class “R” Driver’s License at the time of application.