

MEMORANDUM

To: Commissioners:
Grady L. Pettigrew, Jr., President
Jennifer Lynch, Member
Larry Price, Member

From: C. Amy DeLong, Executive Director
Tamira M. Rollins, Assistant Executive Director
Charday M. Litzy-Taylor, Personnel Analyst II

Date: March 26, 2021

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collector, retitle it to read Parking Meter Technician, and amend Rule XI accordingly (Job Code 1300).

ANALYSIS AND RECOMMENDATION

Civil Service Commission staff request to revise the specification for the classification Parking Meter Collector (Job Code 1300) and retitle it to read Parking Meter Technician. This classification is used in the Department of Public Service within the Parking Services Division. This review was initiated at the request of Public Service due to a reorganization within the division. Due to advancements in parking meter technology and the move towards credit card transactions, there is no longer a need for a dedicated collector classification. To better suit the needs of the department moving forward, it is recommended that the classification be broadened to include collection, troubleshooting, and routine maintenance duties.

Due to changes in the scope of work moving forward, it is recommended that Parking Meter Collector be retitled to read *Parking Meter Technician*. The newly proposed **TITLE** better reflects the work being performed moving forward.

It is proposed that the **DEFINITION** be revised to read: “Under general supervision, is responsible for collecting money from parking meters and performing routine maintenance on parking meters to ensure proper operation.” This Definition better reflects the primary function of this classification.

Additions are proposed to the **EXAMPLES OF WORK** section to better reflect the maintenance and troubleshooting duties being performed. For example, employees in this classification are responsible for inspecting meters daily for meter trouble indicators, performing routine preventative maintenance, troubleshooting as necessary to ensure proper operation, and replacing defective components and wiring. They also disassemble, clean, calibrate, and reassemble electronic components, set up and maintain wireless communications links, and align, adjust, and calibrate equipment according to specifications. It is recommended that statements reflecting these duties be added. It is also recommended that “cleans meter posts of graffiti, stickers, or other items; straightens posts as necessary;” “validates sticker program and configurations; updates meter stickers as needed;” “bags and un-bags meters,” and “utilizes parking meter software applications and Microsoft computer programs to prepare signage and to repair, maintain, and monitor parking meters,” be added.

The **MINIMUM QUALIFICATIONS** section requires applicants demonstrate competency in the knowledge, skills, and abilities listed as determined through the competitive testing process. Possession of a valid motor vehicle operator’s license is required because employees are expected to operate a light-duty vehicle carrying replacement mechanisms, spare parts, tools, and supplies. There are no revisions proposed to the Minimum Qualifications at this time.

There are a few additions proposed to the **KNOWLEDGE, SKILLS, AND ABILITIES** section to better demonstrate the knowledge and abilities necessary for successful performance of the duties associated with this classification. Employees in this classification are required to carry coin canisters weighing approximately thirty-five (35) pounds. They are instructed not to carry coin canisters weighing more than thirty-five pounds without assistance. It is recommended that a revision be made within the Knowledge, Skills, and Abilities section reflecting this.

There are no changes proposed to the **Probationary Period** or the **Examination** type. There are no other changes proposed to this specification at this time. It is, therefore, recommended that the specification for the classification Parking Meter Collector be revised as proposed, retitled to read Parking Meter Technician, and Rule XI amended accordingly.

Contact(s):

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