

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. Litzzy-Taylor, Personnel Analyst II

Date: March 29, 2021

Subject: Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Collection Supervisor, retitle it to read Parking Meter Supervisor, and amend Rule XI accordingly (Job Code 1301).

ANALYSIS AND RECOMMENDATION

Civil Service Commission staff request to revise the specification for the classification Parking Meter Collection Supervisor (Job Code 1301) and retitle it to read Parking Meter Supervisor. 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 meter collection series. To better suit the needs of the department moving forward, it is recommended that this classification be broadened to include route assignment tasks for meter collection, repairs and maintenance, and financial auditing and inventory control duties.

Due to the reorganization and to maintain consistency within the City of Columbus Class Plan Index, it is recommended that the Parking Meter Collection Supervisor classification be retitled to read *Parking Meter Supervisor*. The newly proposed **TITLE** better reflects the work being performed moving forward.

This classification will start out supervising Parking Meter Technicians (proposed retitle of Parking Meter Collectors), Parking Meter Repairers, and a Senior Storekeeper. It is proposed that a minor wording revision be made to the **DEFINITION** to broaden the scope of who this classification will supervise. The proposed Definition reads: “Under general supervision, is responsible for supervising and participating in the work of the parking meter team.”

Additions, deletions, and revisions are proposed to the **EXAMPLES OF WORK** section to better reflect the work being performed and to provide clarification. Employees assigned to this classification assign routes for repairs, collections, and maintenance of parking meters and review daily documentation to ensure assigned routes and tasks are completed effectively and in a timely manner. They also review and document applicable policies and procedures that affect operation, oversee and monitor the inventory control process, and ensure stock is tagged accordingly, properly stored, and accounted for in the inventory control system. It is recommended that statements be added reflecting these duties. It is also recommended that, “tabulates and audits financial responsibilities regarding collections and deposits as well as annual and periodic audits of inventory,” and “creates general work orders and maintains data in appropriate systems” be added.

The current **MINIMUM QUALIFICATIONS** require two (2) years of cash handling or parking meter collection experience and possession of a valid motor vehicle operator’s license. Due to revisions to the scope of work associated with this classification, it is recommended that the Minimum Qualifications be revised to read: “Two (2) years of experience in parking meter repair and/or collection, route management, or bill/coin mechanism collection, maintenance, or repair.” The proposed Minimum Qualifications are consistent with those of similar classifications from other jurisdictions. As proposed the Minimum Qualifications will broaden the candidate pool and provide an avenue for applicants with experience in route management and bill/coin mechanism maintenance and collection to qualify. This would include applicants with experience in vending and bill change machine maintenance, as well as those with experience maintaining appliances with bill and coin metering components.

There are a couple additions proposed to the **KNOWLEDGE, SKILLS, AND ABILITIES** section to better demonstrate the 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. Employees 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.

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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 Collection Supervisor be revised as proposed, retitled to read Parking Meter Supervisor, and Rule XI amended accordingly.

Contact(s):

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