CSUB JOB ANNOUNCEMENT

Position Title: PARKING OFFICER I

Recruitment #: #2163

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R07

Salary: $2,489 - $4,038 per month Non-Exempt

Department: University Police

Available: Immediately

Special Conditions: Background/ Fingerprint; See Required Qualifications Below

Sensitive Position: Yes

Posted: June 8, 2017

Closing Date: June 23, 2017

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
• A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
• Names of three professional references
• Copy of degree/transcripts/typing certificate, if required
• Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

This full-time, permanent position is available in the California State University Police Department. The University Police Department Parking Officer I position has primary responsibility for parking-related functions that include parking system usage and access by the campus and general public, as well as parking enforcement and regulation.

DUTIES: General duties include patrolling campus parking lots, enforcing established rules and regulations, and performing community service functions related to parking. Specific duties may include: analyzing usage of parking facilities to assess needs and improve access; providing traffic control and assisting in the placement of traffic control devices to facilitate traffic flow; providing general information and parking assistance to the public; enforcing parking rules and regulations by patrolling parking lots and issuing citations for parking and other violations, as appropriate; appearing in court for parking and related citations; directing vehicle and pedestrian traffic during daily peak hours, special events, and emergencies; maintaining parking related records and equipment; performing community service functions related to parking; and, other duties as assigned.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
The incumbent will perform day-to-day work independently under general supervision with closer supervision for new or more complex/sensitive assignments. Working conditions include assignments involving the regular use of judgment and discretion to solve problems and address situations; job duties guided by established protocols requiring interpretation of policies; ongoing interaction with the campus community and general public requiring tact and discretion; and effectively dealing with difficult people and situations. The successful candidate will maintain a clean and well-groomed appearance with the assigned uniform, including name badge, required to be worn at all times while on duty. The incumbent must have the ability to perform the essential functions of the job that include working outdoors in varying weather conditions; standing long periods of time; lifting up to 40 lbs.; and using repetitive arm motions. Assignments may require rotating shift work that could include weekends, nights and holidays.

REQUIRED QUALIFICATIONS: Requires graduation from High School or equivalent and three to six months related experience; possession of a current California driver’s license; good driving record; and the ability to work courteously with the general public, campus employees, students, and outside public service agencies. **High School Diploma or equivalent and CA driver’s license will need to be presented at the time of hire.**

Candidates must have the following knowledge and abilities: Working knowledge of applicable procedures and regulations related to parking and traffic control; thorough knowledge of campus layout and parking facilities; working knowledge of parking related equipment; working knowledge of applicable radio systems and codes; ability to act and resolve parking and traffic problems; write standard parking incident reports in a clear and concise manner; independently make effective decisions and judgments in emergency situations; establish and maintain cooperative working relationships with the campus community and applicable public agencies; observe and recall details and incidents, as well as detect and respond appropriately to potentially hazardous situations; effectively interact with a wide range of individuals within the campus community and the general public; appropriately handle parking monies received; handle sensitive situations with tact and confidentiality; and communicate effectively, both verbally and in writing.

SPECIAL CONDITIONS: A background investigation to include a DMV check and a Department of Justice - Bureau of Identification fingerprint check will be conducted by the law enforcement unit on campus prior to the candidate being hired. In addition, persons selected for employment must pass a medical examination.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position. Those applicants meeting the basic criteria will be invited to take an oral examination. Applicants must pass the oral interview, to be deemed eligible for employment consideration. The oral interview is scored with an eligibility ranking being established solely on the basis of the interview before a Qualifications Appraisal Board.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state does this to verify the identity of the individual. Additionally, the following statements are required:

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employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html) and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.