



## CLASS SPECIFICATION

9/10/09

TRAFFIC OFFICER, 3214

**Summary of Duties:** A Traffic Officer patrols an assigned area on foot, bicycle, or in a vehicle to enforce motor vehicle parking regulations; issues warnings or citations for illegal parking by entering information into a hand-held computer; impounds vehicles; and directs vehicular and pedestrian traffic at a specific intersection or other specified locations.

**Distinguishing Features:** A Traffic Officer's primary responsibility is enforcing motor vehicle parking regulations which involves identifying motor vehicles parked in violation of the City of Los Angeles Municipal Code and the California State Vehicle Code and issuing warning notices or parking citations. Traffic Officers also impound vehicles illegally parked in critical zones, abandoned vehicles with numerous unpaid parking citations. Employees of this class may also direct vehicular and pedestrian traffic at an assigned location.

Traffic Officers receive classroom and on-the-job training in parking enforcement and traffic control techniques and procedures. They are normally supervised by Senior Traffic Supervisors and may be assigned to work nights, weekends, and holidays and under adverse weather conditions.

**Example of Duties:** A Traffic Officer:

- Patrols assigned areas on foot, bicycle or in a vehicle in order to identify motor vehicles parked in violation of the City of Los Angeles Municipal Code and the California State Vehicle Code;
- Places chalk marks or uses timing sheets, as a time check, on vehicles parked in time limit parking zones;
- Checks vehicles parked in metered parking zones;
- Issues warnings, notices or parking citations;
- Impounds vehicles parked in violation of parking regulations;
- Immobilizes vehicles with confirmed unpaid warrant status by installing boot, and may release immobilized vehicles upon receipt of proper authority;
- Directs vehicular and pedestrian traffic at an assigned intersection or in special situations such as traffic accidents, police and fire emergencies and intersections with inoperative traffic signals to prevent congestion and expedite safe and orderly movement of traffic;
- Directs pedestrians in crossing from curb to curb at intersections;
- Testifies in court regarding the circumstances surrounding and reasons for issuing parking citations;
- Maintains a daily log which describes activities during a tour of duty including citations issued, citizen complaints, or unusual situations in which the officer was required to direct traffic;
- Prepares written reports describing problems or incidents and may make recommendations for changes in parking and traffic control including changes in the synchronization of traffic signals and time limits for parking zones;
- May check on Crossing Guards to determine their presence at assigned times, proper uniform and demeanor, may contact supervisor if a Crossing Guard is not on duty and

- assume the control of pedestrian traffic until relieved;
- Patrols the streets and public parking lots in an assigned area on foot or in a vehicle, uses portable radio transceivers or radios in vehicles to report status and problems, to request information and to obtain instructions from supervisors;
- May provide the initial field training to new Traffic Officer recruits on a temporary short term basis;
- May serve as acting, on site supervisors on a temporary short term basis; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:****The Ability to:**

- Learn techniques of parking enforcement procedures and traffic control;
- Operate a motor vehicle;
- Use a handheld computer to issue parking citations and to record other work activity information;
- Understand and to follow directions;
- Deal tactfully and effectively with the public and other employees;
- Read and understand Los Angeles Municipal Code and the State Vehicle Code, notices, bulletins, and memos;
- To communicate effectively with the public and in court for the purpose of giving explanations; and
- Write clear and complete reports describing activities, problems, incidents, and special circumstances.

**Minimum Requirements:**

One year of full-time paid experience enforcing rules and regulations, or ordinances for a public agency, or conducting field investigations, or performing security work; or one year of full-time service, with satisfactory performance, or two years as a reservist, with satisfactory performance, in the United States Armed Forces; and achievement of a qualifying score on the qualifying Traffic Officer written test.

Graduation from high school or G.E.D equivalent is required.

**License:**

A valid California driver's license is required.

**Physical Requirements:**

Strength to perform average lifting up to 15 pounds maximum and occasionally over 25 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory**

**and not restrictive. It is not intended to declare what all of the duties and responsibilities, and required qualifications of any position shall be.**