



**CITY OF HAWTHORNE**  
**PARKING ENFORCEMENT OFFICER II**  
Classification Specification  
(Classified)

**JOB SUMMARY**

The Parking Enforcement Officer II - although not a sworn position, reports to and receives guidance and direction from the Chief of Police, Traffic Bureau Commander, Watch Commander, Traffic Specialist and/or designee. Under general supervision, patrols assigned areas in the enforcement of all parking laws and regulations as per department rules and regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Parking Enforcement Officer II position. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Under general supervision to patrol an assigned area and to enforce all parking laws and regulations;
- Gives directions and information;
- Issues parking citations;
- Due to the uniqueness of the position, the incumbent is required to perform at a high level of service with very little supervision;
- Maintains effective working relationships with the general public, supervisors and subordinates;
- Upon completion of Automated Traffic Enforcement System (ATES) training program; reviews ATES to identify moving violations captured by the city cameras and refer violations to traffic court;
- Receive on the job training by a supervisor to identify and evaluate potential violations of the California Vehicle Code;
- Verify image and video evidence,
- Ensure compliance with established policies and procedures,
- Prepare documentation for review and processing; and
- Performs other work as assigned.

**MINIMUM QUALIFICATIONS**

Education, Training and Experience

- Graduation from high school or GED and;
- One (1) year of experience working as a Parking Enforcement Officer for a Public Agency is highly desirable.

Licenses, Certificates and/or Special Requirements:

- Successfully complete an approved ATES training program, which includes instruction on system operation, evidence reviews procedures, and identification of California Vehicle Code violations captured by ATES.
- Must possess a valid California Class C driver's license and an acceptable driving record.

Knowledge, Skills and Abilities

- Follow written and oral instructions;
- Acquire a working knowledge of criminal and vehicle codes and differentiate between crimes and torts;

- Obtain information through interview and observations;
- Write clear, concise reports;
- Analyze situations quickly and objectively;
- Cope with emotional situations firmly, courteously and tactfully;
- React quickly and calmly to emergency situations;
- Communicate concisely orally and in writing;
- Be able to maintain accurate records;
- Operate computer terminal and computer
- Knowledge of all laws, ordinances and regulations pertaining to parking of vehicles on public and private property;
- Ability to meet and deal with the general public in a courteous manner;
- Ability to learn city streets, addresses and vehicle parking areas;
- Operate vehicle during working hours;
- Be able to sit for up to 2 hours at a time;
- Be able to lift 35 lbs.;
- Be able to exit vehicle many times during the course of job;
- Be able to stand and walk during the course of job;
- Be able to hand operate tagging equipment during the course of job;
- Be able to bend, and squat during the course of job;

### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may frequently drive to specific locations, and is frequently required to walk, stand, stoop, kneel and use arm, legs, and back to occasionally lift and/or move up to 35 pounds. Will use arms to reach and carry, and use hands to operate, finger, handle object and controls. Vision abilities required by this job include close vision, depth perception, night vision, and the ability to adjust focus. Must be able to accurately perceive sound.

### **WORKING CONDITIONS**

The employee works mainly outdoors and may be exposed to variable weather conditions. The noise level in the work environment is usually moderate to loud.

FLSA Status: Non-Exempt  
Bargaining Unit: HPCA  
Civil Service Status: Classified

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