



CITY OF HAWTHORNE  
Human Resources  
4455 W. 126<sup>th</sup> Street  
Hawthorne, CA  
90250  
(310) 349-2950  
[www.cityofhawthorne.org](http://www.cityofhawthorne.org)  
An Equal Opportunity Employer

# EMPLOYMENT OPPORTUNITY

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**PARKING ENFORCEMENT OFFICER I**  
(PART-TIME/NON-CLASSIFIED)  
AN OPEN COMPETITIVE RECRUITMENT

**DEPARTMENT:** POLICE  
**SALARY:** \$23.62 Hourly  
**FILING DATE:** Open: Thursday, February 5, 2026  
Closes: Thursday, March 12, 2026 4:00 PM

*This recruitment may be extended if a sufficient number of qualified applicants for selection testing is not received. Interested applicants are encouraged to apply as soon as possible.*

**EMPLOYMENT APPLICATION:**

[https://hawthorneca.formstack.com/forms/city\\_of\\_hawthorne\\_application\\_for\\_employment](https://hawthorneca.formstack.com/forms/city_of_hawthorne_application_for_employment)

**THE POSITION**

The part-time Parking Enforcement Officer I (non-sworn) under general supervision enforces all parking laws and regulations as per the department rules and regulations. This position requires to work independently with tact, professionalism, and high level of customer service while performing required duties required. The Parking Enforcement Officer I (non-sworn) part-time position reports to and receives direction from the Watch Commander and/or designee.

The position works a rotating schedule and works in the Police Department. The Police Department serves and protects the citizens and properties in the City of Hawthorne.

**ESSENTIAL FUNCTIONS**

*The following is a list of typical duties assigned to the Parking Enforcement Officer I classification. The duties included on this list are examples and 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.
- Performs other related work as requested and assigned.

**MINIMUM QUALIFICATIONS**

Education, Training and Experience

- Graduation from high school or G.E.D; and,
- Experienced dealing with the public.
- Education and/or experience in the field of law enforcement is highly desirable.

### Licenses, Certificate and/or Special Requirements

- A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.
- Must be able to pass a complete background investigation.

### **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, sit for up to 2 hours at a time and is frequently required to walk, stand, stoop, bend, squat, kneel, be able to enter and exit a vehicle many times, and use arms, legs, and back to occasionally lift and/or move up to 15 pounds. Will use arms to reach and carry, and use hands to operate tagging equipment, finger, handle objects, 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.

### **RECRUITMENT PROCESS**

A complete City application and supplemental questionnaire (if applicable) are required to be considered for any open position and **must be filled out completely**, showing clearly that the minimum qualifications are met. Applications may be accompanied by a resume describing experience, education & training in relation to the requirements of the position, **however resumes will not be accepted in lieu of a City employment application**. Incomplete applications will be rejected from consideration.

The City's employment application is located at [www.cityofhawthorne.org](http://www.cityofhawthorne.org). Please complete all the required information as provided on the form. Do not alter the application.

City Hall business hours are Monday through Thursday from 7:30 a.m. to 5:30 p.m. and closed every other Friday. On the alternate Friday, City Hall hours are from 7:30 a.m. to 4:30 p.m. Please contact the Human Resources Department at (310) 349-2950 with any questions regarding this recruitment.

**Note:** Communications from the Hawthorne Human Resources Office regarding this recruitment will be via email. Please periodically check spam or junk mail folders. This position requires a full extensive background if selected for the positions available.

All employment application materials received by the final filing deadline will be reviewed to determine the level and scope of applicant qualifications for the position. All information provided by an applicant is subject to verification.

### **TESTING & SELECTION PROCESS**

All properly completed applications will be reviewed and only the most highly qualified candidates will be invited to continue in the selection process. The selection process may include a supplemental questionnaire, a written test, a performance test, and/or an oral interview to evaluate the applicant's skill, training, and experience. An applicant requiring reasonable accommodation during the testing and selection process must inform the City of Hawthorne Human Resources Department at (310) 349- 2950 at least seventy-two (72) hours in advance of the established testing date.

### **VETERANS' PREFERENCE CREDIT**

The City of Hawthorne provides Veterans' Preference Credit to qualified candidates who are successful in the examination process. To be eligible for this preference, a legible copy of DD214 upon application filing with the Hawthorne Human Resources Department is required.

## **COMPENSATION AND BENEFITS**

For additional details, refer to the City's website: [www.cityofhawthorne.org/departments/human-resources/mous](http://www.cityofhawthorne.org/departments/human-resources/mous) under MOUs & Salary Schedules.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The City of Hawthorne is an Affirmative Action/Equal Employment Opportunity Employer. We are committed to providing all individuals equal opportunity in employment regardless of age, sex, race, national origin, religion, color, ancestry, marital status, sexual orientation, medical condition, physical or mental disability, or service as a military veteran. Women, minorities and disabled individuals are encouraged to apply.

## **ABOUT THE CITY**

*Proudly Serving the Community for over 80 Years!*

Incorporated in 1922, the City of Hawthorne currently has a population of nearly 87,000 within a six square mile area. Ideally located near the Los Angeles International Airport, connected by rail to the Port of Los Angeles and downtown Los Angeles, and surrounded by the San Diego (I-405), Harbor (I-110), and Glenn M. Anderson (I-105) Freeways, the City of Hawthorne could easily be termed the "Hub of the South Bay." By virtue of its location, Hawthorne affords easy, quick access to all that Southern California offers; culture, sports, entertainment, mountains, and beaches. Temperatures in the area are always among the most pleasant in the Los Angeles basin. The City of Hawthorne possesses a shared vision towards the future to create a great city and build an economy, which supports the community's desire for a high quality of life.

