To Become: Parking Inspector I OT-16

EDUCATION and EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); and,  
   (b) Six (6) months experience involving public safety, public service, or customer service is preferred by the section; or,

2. (a) Completion of tenth (10th) grade; and,  
   (b) One (1) year’s experience involving public safety, public service, or customer service is preferred by the section

LICENSES and CERTIFICATIONS:

1. A valid Class “D” Oklahoma Driver license; and,  
2. A City of Tulsa Code Enforcement Citation Certification within 6 months of date of hire; and,  
3. A Council of Law Enforcement Education and Training (C.L.E.E.T.) Certified Phases 1 and 2 licenses within 12 months of date of hire

QUALIFICATIONS:  
Applicants must meet the minimum age requirements related to firearm possession as outlined in Oklahoma statutes. For more information, visit https://www.oscn.net.

DEMONSTRATED SKILL PROFICIENCY: Successful completion of the Parking Inspector I Hiring Process

Proficiency Increase:

An increase to the next step within the OT-16 pay grade will be awarded to any Parking Inspector I who receives a “Proficient” or above rating on the most current performance evaluation, who has six (6) months experience as a Parking Inspector I and who successfully:

Completes and passes code enforcement training, as presented by the City Prosecutor, within six (6) months of hire; and,  
Possession of a code enforcement authorization card; and,  
Successfully completes the Conflict Resolution Training, not previously submitted, as approved by management; and,
Successfully completes the certified Safety Planning, Observation, and Coaching Training, not previously submitted, as approved by management; and,

Successfully completes the Defensive Driving and Collision Reporting course, not previously submitted, as approved by management; and,

Completes and successfully passes the Parking sections written internal “Entry Level Parking Enforcement Competency Exam” with a 70% minimum grade, not previously submitted, as approved by management.
To Become: Parking Inspector II OT-17

EDUCATION and EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); and,
   (b) One (1) year of experience relevant to the essential tasks listed in this job description or one (1) year as a Parking Inspector I; and,
   (c) One (1) year of experience involving public safety, public service, or customer service is preferred by the section; or,

2. (a) Completion of tenth (10th) grade; and,
   (b) Two (2) years of experience relevant to the essential tasks listed in this job description or one (1) year experience as a Parking Inspector I; and,
   (c) One (1) year experience involving public safety, public service, or customer service is preferred by the section.

LICENSES and CERTIFICATIONS:

1. A valid Class “D” Oklahoma Driver license; and,
2. A City of Tulsa Code Enforcement Citation Certification within 6 months of date of hire; and,
3. A C.L.E.E.T. Certified Phases 1, 2 and 4 licenses within 12 months of date of hire; and,
4. Certificates of C.L.E.E.T training for handcuffing and pepper spray, possession and use courses, within twelve (12) months of date of hire.

QUALIFICATIONS:
Applicants must meet the minimum age requirements related to firearm possession as outlined in Oklahoma statutes. For more information, visit https://www.oscn.net.

DEMONSTRATED SKILL PROFICIENCY: One (1) year as a Parking Inspector I or successful completion of the Parking Inspector II Hiring Process.

1st Proficiency Increase:

An increase to the next step within the OT-17 pay grade will be awarded to any Parking Inspector II employee who receives a “Proficient” or above rating on the most current performance evaluation, who has six (6) months experience as a Parking Inspector II and who successfully:

Completes and obtains a C.L.E.E.T. Phase 4 certification, not previously submitted, as approved by management; and,
Completes a C.L.E.E.T. certified Pepper Spray Course, not previously submitted, as approved by management; and,
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Completes a C.L.E.E.T. certified Handcuff course, not previously submitted, as approved by management; and,

Successfully completes an error and issue free demonstration test of the Parking sections:

- Restricted Parking; and
- Scofflaw; and
- Booting and Towing processes.

The test is to be graded for accuracy using the procedure process checklist and graded by management as pass or fail and,

Successfully completes the Parking sections written OT-17 Skills Test with a minimum 70% grade, not previously submitted, as approved by management.

**2nd Proficiency Increase:**

An increase to the next step within the OT-17 pay grade will be awarded to any Parking Inspector II employee who receives a “Proficient” or above rating on the most current performance evaluation, who has twelve (12) months experience as a Parking Inspector II and who successfully:

Completes four (4) class hours from a City Safety Training class, not previously taken, as approved by management; and,

Completes four (4) class hours of International Parking and Mobility Institute (I.P.M.I.) taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes four (4) class hours of Manual on Uniform Traffic Control Devices (MUTCD) taught training, not previously taken, as approved by management; or,

Completes one-half (0.5) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

**3rd Proficiency Increase:**

An increase to the next step within the OT-17 pay grade will be awarded to any Parking Inspector II employee who receives a “Proficient” or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Parking Inspector II and who successfully:

Completes four (4) class hours of I.P.M.I. taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes the Certified Forklift Operator Training program from the City of Tulsa Safety Training Center, as approved by management; and,
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Completes four (4) class hours of Manual on Uniform Traffic Control Devices (MUTCD) taught trainings, not previously taken, as approved by management; or,

Completes one-half (0.5) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

4th Proficiency Increase:

An increase to the next step within the OT-17 pay grade will be awarded to any Parking Inspector II employee who receives a “Proficient” or above rating on the most current performance evaluation, who has twenty-four (24) months experience as a Parking Inspector II and who successfully:

Completes four (4) class hours of I.P.M.I. taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes four (4) class hours of C.L.E.E.T. certified continuing education hours, not previously submitted, as approved by management; and,

Completes one-half (0.5) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.
To Become: Parking Inspector III OT-18

EDUCATION and EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); and,
   (b) Two (2) years of experience relevant to the essential tasks listed in this job description; and,
   (c) Two (2) year experience involving public safety, public service, or customer service is preferred by the section; or,

2. (a) Completion of tenth (10th) grade; and,
   (b) Three (3) years of experience relevant to the essential tasks listed in this job description; and,
   (c) Three (3) years’ experience involving public safety, public service, parking enforcement, or customer service is preferred by the section.

LICENSES and CERTIFICATIONS:

1. A valid Class “D” Oklahoma Driver license; and,
2. A City of Tulsa Code Enforcement Citation Certification within 6 months of date of hire; and,
3. A C.L.E.E.T. Certified Phases 1, 2, and 4 licenses within 12 months of date of hire; and,
4. Certificates of C.L.E.E.T training for handcuffing and pepper spray, possession and use courses, within twelve (12) months of date of hire.

QUALIFICATIONS:
Applicants must meet the minimum age requirements related to firearm possession as outlined in Oklahoma statutes. For more information, visit https://www.oscn.net.

DEMONSTRATED SKILL PROFICIENCY: Two (2) years as a Parking Inspector II or successful completion of the Parking Inspector III Hiring Process.

1st Proficiency Increase:

An increase to the next step within the OT-18 pay grade will be awarded to any Parking Inspector III employee who receives a “Proficient” or above rating on the most current performance evaluation, who has six (6) months experience as a Parking Inspector III and who successfully:

Completes four (4) class hours of C.L.E.E.T. certified continuing education hours, not previously submitted, as approved by management; and,

Completes two (2) class hours of I.P.M.I. taught, general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Successfully completes an error and issue free demonstration test of the Parking sections:

- Meter collections day, complete with the banking process
The test is to be graded for accuracy using the procedure process checklist and graded by management as pass or fail and,

Completes the Parking sections written OT-18 written skills test with a 70% minimum grade, not previously submitted, as approved by management; and,

2nd Proficiency Increase:

An increase to the next step within the OT-18 pay grade will be awarded to any Parking Inspector III employee who receives a “Proficient” or above rating on the most current performance evaluation, who has twelve (12) months experience as a Parking Inspector III and who successfully:

Completes one-half (0.5) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management; and,

Completes four (4) class hours of I.P.M.I. taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes four (4) class hours of MUTCD taught trainings, not previously taken, as approved by management; and

3rd Proficiency Increase:

An increase to the next step within the OT-18 pay grade will be awarded to any Parking Inspector III employee who receives a “Proficient” or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Parking Inspector III and who successfully:

Completes four (4) class hours of MUTCD taught trainings, not previously taken, as approved by management; and

Completes four (4) class hours of C.L.E.E.T. certified continuing education hours, not previously submitted, as approved by management; and,

Completes four (4) class hours of I.P.M.I. taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

4th Proficiency Increase:

An increase to the next step within the OT-18 pay grade will be awarded to any Parking Inspector III employee who receives a “Proficient” or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Parking Inspector III and who successfully:
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Completes four (4) class hours of I.P.M.I. taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes four (4) class hours of C.L.E.E.T. certified continuing education hours, not previously submitted, as approved by management; and,

Completes a one (1.0) course credit from an internal City of Tulsa Development Training management course(s), not previously taken, as approved by management; and

Completes a (1.0) one course credit of City of Tulsa sponsored developmental management course, not previously submitted, with a minimum grade of 70%.
To Become: Parking Inspector IV OT-19

EDUCATION and EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development Certificate (GED); and,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description; and,
(c) Four (4) years’ experience involving public safety, public service, or customer service is preferred by the section; or,

2. (a) Completion of tenth (10th) grade; and,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; and,
(c) Five (5) years’ experience involving public safety, public service, parking enforcement, or customer service is preferred by the section

LICENSES and CERTIFICATIONS:

1. A valid Class “D” Oklahoma Driver license; and,
2. A City of Tulsa Code Enforcement Citation Certification within 6 months of date of hire; and,
3. A C.L.E.E.T. Certified license for Phases 1, 2, 3, and 4 within twelve (12) months from the date of hire; and,
4. Certificates of C.L.E.E.T training for handcuffing and pepper spray, possession and use courses, within twelve (12) months of date of hire.

QUALIFICATIONS:
Applicants must meet the minimum age requirements related to firearm possession as outlined in Oklahoma statutes. For more information, visit https://www.oscn.net.

DEMONSTRATED SKILL PROFICIENCY: Two (2) years as a Parking Inspector III or successful completion of the Parking Inspector IV Hiring Process.

1st Proficiency Increase:

An increase to the next step within the OT-19 pay grade will be awarded to any Parking Inspector IV employee who receives a “Proficient” or above rating on the most current performance evaluation, who has six (6) months experience as a Parking Inspector IV and who successfully:

Completes the City of Tulsa’s Safety Training Center taught Job Hazard Analysis (JHA) course, not previously submitted, as approved by management; and,

Completes four (4) class hours of C.L.E.E.T. certified continuing education hours, not previously submitted, as approved by management; and,
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Completes two (2) class hours of I.P.M.I. taught, general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes and obtains a C.L.E.E.T. Phase 3 certification, not previously submitted, as approved by management.

2nd Proficiency Increase:

An increase to the next step within the OT-19 pay grade will be awarded to any Parking Inspector IV employee who receives a “Proficient” or above rating on the most current performance evaluation, who has twelve (12) months experience as a Parking Inspector IV and who successfully:

Successfully completes an error and issue free demonstration test of the Parking sections:

- Metered pay station; including
  - Full teardown; and
  - Complete rebuild; and
  - The use of documented common diagnostic and repair procedures

The test is to be graded for accuracy using the procedure process checklist and graded by management as pass or fail and,

Complete the Parking sections written OT-19 written skills test with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes four (4) class hours of C.L.E.E.T. certified continuing education hours, not previously submitted, as approved by management; and,

Completes four (4) class hours of MUTCD taught trainings, not previously taken, as approved by management; and

Completes four (4) class hours of I.P.M.I. taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

3rd Proficiency Increase:

An increase to the next step within the OT-19 pay grade will be awarded to any Parking Inspector IV employee who receives a “Proficient” or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Parking Inspector IV and who successfully:

Completes four (4) class hours of MUTCD taught trainings, not previously taken, as approved by management; and

Completes four (4) class hours of C.L.E.E.T. certified continuing education hours, not previously submitted, as approved by management; and,
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Completes four (4) class hours of I.P.M.I. taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes a (1.0) one credit course of a City of Tulsa sponsored developmental management course, not previously submitted, with a minimum grade of 70%.

4th Proficiency Increase:

An increase to the next step within the OT-19 pay grade will be awarded to any Parking Inspector IV employee who receives a “Proficient” or above rating on the most current performance evaluation, who has twenty-four (24) months experience as a Parking Inspector IV and who successfully:

Completes four (4) class hours of I.P.M.I. taught general education courses with a 70% minimum grade, not previously submitted, as approved by management; and,

Completes four (4) class hours of C.L.E.E.T. certified continuing education hours, not previously submitted, as approved by management; and,

Completes one (1) course credit from an internal City of Tulsa Development Training course(s) in leadership or management, not previously taken, as approved by management.