

**PARKING INSPECTOR  
PROGRESSION AND PRODUCTIVITY PROGRAM  
CRITERION DOCUMENT**

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**Effective 6/29/2022**

Note: Refer to the Parking Section Progression Program Policy and Procedures Document; and, the 4 step progression plan chart for in depth descriptions, as well as information and clarification on any requirements, guidelines, or procedures.

<b>To Become: Parking Inspector I OT-16</b>
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**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) years' 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

<b><i>Proficiency Increase:</i></b>
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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**,

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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

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<b>To Become: Parking Inspector II OT-17</b>
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**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.

<b><i>1<sup>st</sup> Proficiency Increase:</i></b>
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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 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.

**3<sup>rd</sup> 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.

<b><i>4<sup>th</sup> Proficiency Increase:</i></b>
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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.

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<b>To Become: Parking Inspector III OT-18</b>
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**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.

<b><i>1<sup>st</sup> Proficiency Increase:</i></b>
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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

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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%.



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<b>To Become: Parking Inspector IV OT-19</b>
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**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.

<b>1<sup>st</sup> Proficiency Increase:</b>
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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**,

**3<sup>rd</sup> 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%.

<b><i>4<sup>th</sup> Proficiency Increase:</i></b>
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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.