



## **JOB VACANCY ANNOUNCEMENT**

**Job Title:** Operations Analyst II

**Department:** Planning & Analysis

**Number of Vacancies:** One or more

**Employment Type:** Full-Time

**Representation:** District Council 47

**Salary Range:** A9, \$45,501 - \$60,715

**Posting Period:** Thursday, July 9, 2020 – Wednesday, July 22, 2020 (Internal Posting)

### **Persons Eligible:**

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months and has satisfactorily completed the probationary period for the position currently held.

### **General Description:**

The Analyst II reviews, analyzes, modifies, and or develops procedures to meet the operating needs of On-Street in the Planning & Analysis department. Assignments conducted on average by an Analyst, require analytic reasoning in accordance with accepted standards. Their job is to work closely with the business people and residents to ensure that the parking regulations accommodate the needs of each block.

### **Principal Duties:**

- Identifying areas citywide and conducting surveys for regulations and parking patterns
- Discussions with community groups, business group institutions and elected representatives
- Preparation of final parking plans and legislation where necessary
- Preparation and distribution of public information regarding regulations
- Preparation of sign work orders to ensure that desired regulations are properly posted
- Conducts varied mathematical computations
- Development of forms, files, records and reports

### **Required Knowledge, Skills and Abilities:**

- Ability to communicate effectively; verbally and in writing
- Ability to analyze and use information in preparing reports and directives
- Ability to research information both efficiently and confidentially
- Ability to function independently on assignments
- Must be able to work outdoors in all weather conditions
- Must have proficient computer skills which would include, but not limited to Word, Excel and PowerPoint

### **Minimum Acceptable Training, Experience, and Education:**

- High School Diploma or equivalent
- Valid Driver's License

### **\*Working Hours: Schedule: TBD**

#### **SELECTION PROCESS:**

50% - ASSESSMENT TEST, (COMPUTERIZED)

35% - ORAL INTERVIEW,

05% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION

APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. APPLICANTS WHO ACHIEVE A COMBINED SCORE OF 36 POINTS FROM THE ASSESSMENT TEST, EMPLOYEE EVALUATION AND ATTENDANCE, BASED ON THE WEIGHT EACH CATEGORY IS GIVEN, WILL BE INVITED TO THE ORAL INTERVIEW PHASE OF THE PROCESS. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 WILL BE PLACED ON THE ELIGIBILITY LIST.

*The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.*

#### **PLEASE EMAIL RESUME/APPLICATION TO:**

**MR. DARRYL WHITE, MANAGER  
HUMAN RESOURCES DEPARTMENT  
HRADMIN@PHILAPARK.ORG**