

Senior Traffic Supervisor (3218)  
Task List 2017

**Supervision**

1. Conducts squad meetings, which involve: discussions on priority assignments, complaint areas, and traffic control assignments, informing/reemphasizing current personnel and parking enforcement policies (e.g., holiday enforcement, commercial vehicle parking, time limit on enforcement), and a visual check of officer appearance for compliance with uniform agreement standards.
2. Assigns officers to traffic duties (e.g., expediting vehicles, assisting with congestion, and facilitating safe transportation of construction equipment) based on characteristics of areas such as summer beach traffic, downtown commuter traffic, and major construction areas in order to expedite the flow of traffic.
3. Delegating officers to beat assignments based on number of available personnel and priority assignments of the area, which is determined by factors such as occupancy levels, community requests, and past occurrences to provide maximum enforcement.
4. Assigns subordinates additional duties determined from information such as complaints, abandoned vehicle reports, and requests based on a traffic officer's location and workload in order to efficiently provide service to areas within realm of responsibility.
5. Adjusts assignments when officers are unable to come to work by assigning another officer to cover those duties based on the proximity of officer, time available, and priority assignments to ensure appropriate staffing levels.
6. Evaluates subordinates using standard departmental forms by drawing from information found in sources such as squad reports, meetings, and division folders in order to maintain performance standards, such as identifying areas needing improvement for training needs, and recognizing excellence in performance.
7. Writes reports on matters such as personnel complaint investigations based on information gathered from personal interviews, records, and files in order to present management with the findings or an explanation of matter in question.

**Administrative**

8. Verbally calls roll from a list of officers scheduled to work, marking symbols which denote status of employee (e.g., absent, sick, or on vacation) in order to assure that those that are scheduled to work are present.

9. Enters and approves subordinates' attendance into a computerized timekeeping system based on daily worksheets and makes adjustments as necessary.
10. Completes daily squad report manually from information found on daily Activity Report such as number of citations written, number of impounds, and time spent on traffic control in order to keep a record of activities for future reference and to keep management informed.
11. Issues and checks equipment such as radios, vehicles, handheld ticket writer based on a list of officers' names and corresponding identification codes of equipment in order to control the inventory and report any missing equipment on standard forms.
12. Computes employee hours at special events (e.g., time used for impounding and time used for traffic control) in order to have a record for use in similar situations and to inform management.
13. Schedules vehicles for maintenance based on either mileage, date of last preventive maintenance check, or any vehicle damage found on vehicle inspection forms or by visual inspections in order to ensure vehicles are in acceptable operating condition.
14. Prepares monthly deployment schedule based on personnel needs, such as requests for days off, sick leave, and available work hours and makes adjustments as necessary for adequate staffing.

### **Advisory**

15. Meets with officers in the field to discuss any problems or concerns that may arise such as attack by irate citizen, employee-involved traffic accident, or injury to employee in order to provide assistance (e.g. accident reports/worker's compensation, medical aid, emergency contact) as needed.
16. Observes subordinate performance in areas such as patrol techniques, citizen contact, traffic control, impound procedures, and demeanor during adjudication hearings in order to ensure department policies and standards are upheld and to determine the need for training.
17. Trains subordinates in areas such as patrol techniques, impound procedures, traffic control, crossing guard duties, and emergency procedures, which includes a demonstration and explanation through methods including PowerPoint presentations, handouts, and field training in order to maintain a performance standard throughout the Department.
18. Counsels employees verbally or in writing concerning problems such as attendance and work standards by following progressive discipline guidelines as provided for in City Policy and Memoranda of Understanding, in cases such as rule infractions, attendance, and interpersonal contacts (e.g., citizen complaints, improper conduct

with co-workers or citizens) in order to ensure compliance to Department and City policy and procedure and to inform subordinates of areas needing improvement.

### **Handling Reports**

19. Reviews reports, documents, and memoranda such as impound reports, daily logs, and citation cancellations written by subordinates for legibility and inclusion of proper references, dates, and details in order to ensure accuracy comprehensiveness, and appropriateness of the method applied to handle incidents.
20. Reviews subordinate logs from the previous day by examining subordinates' use of time, mileage, and unusual occurrences [e.g. ad hoc (impromptu) traffic control and court appearances] in order to keep up to date with officers' activities and to be aware of unusual occurrences.
21. Completes short summary reports electronically that pertain to unusual occurrences such as accidents, injuries, and impound hearings in order to report what happened and actions taken.
22. Writes correspondence regarding matters such as parking enforcement problems or personnel complaints to citizens, council representatives, other city departments, and outside agencies in order to respond to the matter by describing actions taken and explaining them if necessary.

### **Field Duties**

23. Conducts field investigations by searching for clearly posted signs and red zones, and speaking to a complainant if necessary in order to determine if a complaint is valid.
24. Responds to unusual occurrences (e.g. traffic accidents, traffic injuries, and vehicle impounds) notified by agencies such as the Los Angeles Police Department and Los Angeles Fire Department to provide traffic control and deploy personnel as needed.
25. Maintains contact with subordinates and supervisors by using a portable radio in order to deploy resources such as requests for additional vehicles, equipment, and officers on duty and to relay information.

### **Interpersonal Relations**

26. Attends and speaks at public group meetings such as homeowner's associations and school groups to explain parking regulations and services, such as handling traffic accidents and citation cancellations, provided to the public.

27. Meets with council deputies in order to discuss constituent complaints (e.g. abandoned vehicles, commercial vehicles in residential areas, staffing priorities) and explain Department of Transportation (DOT) policies.
28. Meets with representatives from agencies such as police and fire departments in order to exchange public safety related information needed to offer assistance pertaining to parking enforcement and traffic control such as recovering stolen vehicles, maintaining perimeters of crime scenes, and red flag enforcement.
29. Speaks to the public by telephone or in person to explain regulations and to respond to complaints and requests (e.g. abandoned car complaints, compliance with regulations, complaints with officer conduct).
30. Meeting with appropriate officials or other city agencies, such as venue owner/operators, Official Police Garages (OPGs), sign postings, and Special Traffic Operations (STOs) to develop special event deployment by accounting for contingencies such as staffing levels, traffic planning, and sign postings.