



**JULY 2016**  
**FLSA: NON-EXEMPT**

## **RED LIGHT PHOTO ENFORCEMENT SPECIALIST**

### **DEFINITION**

Under general supervision, administers the red light enforcement program by reviewing incidents and dismissing the incident or authorizing the issuance of a citation; maintains the integrity and control of evidentiary records; acts as a liaison between the City and the County's Superior Court; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned sworn or non-sworn management or supervisory staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class responsible for performing a variety of technical duties in administering the red light enforcement program. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from other clerical and technical support classifications in that incumbents perform specialized duties related to administering the red light enforcement program.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews each incident captured by the automated photo enforcement system to determine whether a traffic violation has occurred; dismisses incidents or authorizes issuance of a citation.
- Serves as a liaison between the City and the County Superior Court; responds to subpoenas and prepares Evidentiary Court Packets for court trials; testifies as a witness at trials.
- Receives, documents the receipt of, and maintains the integrity and control of video and photo evidence; purges and destroys records in accordance to state codes.
- Responds to written declarations, discovery motions, and Public Records Act requests for information.
- Provides information regarding the system, citations and general department policies, procedures and regulations, including responding appropriately to complaints, requests for information and service in person and by phone, and coordinating work with other City departments.
- Coordinates the inspection, maintenance, repair and upgrade of system equipment; monitors operations to ensure the system is functioning properly; troubleshoots issues as necessary.
- Researches and compiles information from a variety of sources for the preparation of reports and the completion of forms.
- Maintains accurate departmental records and files.
- Attends necessary training and shift briefing sessions; monitors changes in regulations that may affect operations; implements policy and procedural changes after approval.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of**

- Techniques for evaluating and maintaining photo and video evidence as related to the enforcement of the Red Light Enforcement Program.
- Functions, principles, and practices of law enforcement agencies.
- Operations and authority of the Police Department and the County Superior Court.
- Courtroom procedures and techniques for testifying.
- Local, state and federal law enforcement databases.
- Applicable federal, state and local laws, regulatory codes, ordinances, court cases and decisions, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Principles of evidentiary record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the City in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

### **Ability to**

- Evaluate evidence and recommend and implement appropriate course of action.
- Document, maintain the integrity of, and properly store, release, and purge video and photo evidence.
- Interpret, apply, explain, and ensure compliance with applicable federal, state and local policies, procedures, laws and regulations.
- Monitor changes in laws and court decisions and apply them in work situations.
- Identify and be responsive to community issues, concerns and needs.
- Compile and summarize information and prepare accurate, clear and concise reports, records, and other correspondence and documents.
- Organize, maintain, and update office database and records systems.
- Organize own work, set priorities and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework.
- Two (2) years of experience enforcing traffic regulations.

**LICENSES AND CERTIFICATIONS**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; to operate a motor vehicle and to visit various sites; vision to read written materials and a computer screen, and examine photo and video evidence; and hearing and speech to communicate in person and over the telephone and/or radio. This is primarily a sedentary office classification although standing and walking between work areas is also required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and system equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to pass a detailed background investigation.