



VACANCY ANNOUNCEMENT – EXTENDED

Job Title: Operations Analyst II

Department: Planning & Analysis, Towing & Booting, Ticketing

Union: DC 47 Local 2187

Salary Range: A9 \$44,191 - \$58,962

Original Posting: Monday, December 10, 2018 – Friday, December 21, 2018 (Internal Posting Only)

EXTENDED PERIOD: Tuesday January 22, 2019 – Monday, January 28, 2019

Persons Eligible:

Current employees of the Philadelphia Parking Authority (PPA) **who have been employed by the Philadelphia Parking Authority and in their current position for at least six (6) months.** Must have a valid Driver's License.

The Operations Analyst II posting has been extended until January 28, 2019. If you applied to an Operational Analyst II posting during the "original posting period", you're still being considered and there is no need to re-apply. In addition to Planning & Analysis and Towing & Impoundment, the Ticketing department now has a vacancy to fill. The top three (3) candidates will be selected to fill one vacancy in each of the three departments.

General Job Description:

The Philadelphia Parking Authority is seeking **one (1) or more** qualified individual(s) to fill the Operations Analyst II positions of the Planning and Analysis, Towing & Impoundment, and Ticketing department. The Analyst Performs under general direction. An analyst II reviews, analyzes, modifies and or develops procedures to meet the operating needs of On-Street. 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.

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 be proficient in Excel and Microsoft Word

Working Hours: TBD

Minimum Acceptable Training, Experience, and Education:

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

TESTING: YES

SELECTION /TESTING CRITERIA:

50% - ASSESSMENT TEST, **(WILL BE BASED ON KNOWLEDGE RELEVANT TO ALL THREE DEPARTMENTS)**

35% - ORAL INTERVIEW,

05% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION

The top three (3) candidates will be selected to fill one vacancy in each department.

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 SUBMIT RESUME TO:
MR. DARRYL WHITE, DEPUTY MANAGER
HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106