

**PLANS EXAMINER INFRASTRUCTURE PLANS REVIEW
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

June 8, 2022

Note: Refer to the Plans Examiner Progression and Productivity Program Policies and Procedures Document additional information and clarification on requirements, guidelines, and procedures.

To Become: PLANS EXAMINER I - INFRASTRUCTURE PLANS REVIEW AT-28
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EDUCATION AND EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per PPM Section 128:

1. (a) Completion of 60 hours from an accredited college or university; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description; **or**,

2. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description

LICENSES/

CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Driver License.

DEMONSTRATED

SKILL PROFICIENCY: Successful completion of the Plans Examiner Assessment.

<i>1st Proficiency Increase:</i>
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An increase to the next step within the AT-28 pay grade will be awarded to any Plans Examiner I who receives a "Proficient" or above rating on the most current performance evaluation, who has six (6) months experience as a Plans Examiner I and who successfully:

Completes the Signs proficiency quiz **and**,

Completes the Sewer Taps proficiency quiz **and**,

Completes Office safety training or Basic First Aid (CPR/AED/First Aid non-certification), not previously taken, as approved by management, **and**

Completes one (1.0) course credit of Workplace Sexual Harassment training from the City of Tulsa Development Training Course Catalog, not previously taken, as approved by management

<i>2nd Proficiency Increase:</i>
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An increase to the next step within the AT-28 pay grade will be awarded to any Plans Examiner I who receives a "Proficient" or above rating on the most current performance evaluation, who has twelve (12) months experience as a Plans Examiner I, and who successfully:

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Completes the Small Water Meter proficiency quiz **and**,

Completes the Large Water Meter proficiency quiz **and**,

Completes the Zoning proficiency quiz **and**,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

<i>3rd Proficiency Increase:</i>
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An increase to the next step within the AT-28 pay grade will be awarded to any Plans Examiner I who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Plans Examiner I, and who successfully:

Completes the Pool proficiency quiz, **and**

Completes the Demolition proficiency quiz, **and**

Completes the Temporary Mobile Homes proficiency quiz, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

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To Become: PLANS EXAMINER II - INFRASTRUCTURE PLANS REVIEW AT-32

EDUCATION AND EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per PPM Section 128:

1. (a) Two (2) years' experience as a Plans Examiner I **or**,
2. (a) Completion of 60 hours from an accredited college or university; **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; **or**,
3. (a) Graduation from high school or possession of a General Education Development Certificate (GED); **and**,
(b) Seven (7) years of experience relevant to the essential tasks listed in this job description

LICENSES/

CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Driver License.

DEMONSTRATED

SKILL PROFICIENCY: Successful completion of the Plans Examiner Assessment.

<i>1st Proficiency Increase:</i>
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An increase to the next step within the AT-32 pay grade will be awarded to any Plans Examiner II who receives a "Proficient" or above rating on the most current performance evaluation, who has six (6) months experience as a Plans Examiner II and who successfully:

Completes all proficiency quiz requirements for Plans Examiner I **and**,

Completes Office safety training or Basic First Aid (CPR/AED/First Aid non-certification), as approved by management, **and**

Completes one (1.0) course credit of Workplace Sexual Harassment training from the City of Tulsa Development Training Course Catalog, not previously taken, as approved by management **and**,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

<i>2nd Proficiency Increase:</i>
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An increase to the next step within the AT-32 pay grade will be awarded to any Plans Examiner II who receives a "Proficient" or above rating on the most current performance evaluation, who has twelve (12) months experience as a Plans Examiner II, and who successfully:

Completes the Watershed Permit proficiency quiz **and**,

Completes the Commercial Permit proficiency quiz **and**,

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Completes the Residential Permit proficiency quiz **and**,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

<i>3rd Proficiency Increase:</i>
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An increase to the next step within the AT-32 pay grade will be awarded to any Plans Examiner II who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Plans Examiner II, and who successfully:

Completes the FEMA General Admissions application, **and**

Completes the Independent Study IS-1103: Elevation Certification for Surveyors, **and**

Completes the Flood Insurance Rate Map (FIRM) tutorial, **and**

Completes the Flood Insurance Studies (FIS) tutorial, **and**

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management

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To Become: PLANS EXAMINER III - INFRASTRUCTURE PLANS REVIEW AT-36

EDUCATION AND EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per PPM Section 128:

1. (a) Two years' experience as a Plans Examiner II **or**,
2. (a) Completion of 120 hours from an accredited college or university; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description; **or**,
3. (a) Completion of 60 hours from an accredited college or university; **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description

LICENSES/

CERTIFICATIONS: Possession of a valid Oklahoma Class "D" Driver License
Certified Floodplain Manager (CFM)

DEMONSTRATED

SKILL PROFICIENCY: Successful completion of the Plans Examiner Assessment.

1st Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to any Plans Examiner III who receives a "Proficient" or above rating on the most current performance evaluation, who has six (6) months experience as a Plans Examiner III and who successfully:

Completes all proficiency quiz requirements for Plans Examiner II **and**,

Completes one (1.0) course credit of Workplace Sexual Harassment training from the City of Tulsa Development Training Course Catalog, not previously taken, as approved by management **and**,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

2nd Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to any Plans Examiner III who receives a "Proficient" or above rating on the most current performance evaluation, who has twelve (12) months experience as a Plans Examiner III, and who successfully:

Completes Continuing Education hours to maintain CFM certification **and**,

Completes Leadership training, not previously taken, as approved by management **and**,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.

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<i>3rd Proficiency Increase:</i>
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An increase to the next step within the AT-36 pay grade will be awarded to any Plans Examiner III who receives a "Proficient" or above rating on the most current performance evaluation, who has eighteen (18) months experience as a Plans Examiner III, and who successfully:

Completes Continuing Education hours to maintain CFM certification, not previously taken, as approved by management **and**,

Completes management training, not previously taken, as approved by management **and**,

Completes one (1.0) course credit from an internal City of Tulsa Development Training course(s), not previously taken, as approved by management.