

**PLANS EXAMINER/CODE OFFICIAL
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT
Effective 09/28/2022**

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

To Become: Plans Examiner I (AT-28)
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EDUCATION/EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Completion of 60 hours from an accredited college or university in a field relevant to the essential tasks listed in this job description; **and**,
(b) Two (2) years of experience relevant to the essential tasks listed in this job description

LICENSES/

CERTIFICATIONS: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. Must obtain within one (1) year of hire date at least one (1) technical certification to be determined by management.

<i>Proficiency Increase:</i>

An increase to the next step within the AT-28 pay grade will be awarded to employees who successfully completes and receives 3 additional International Code Council (ICC) technical exams for a total of four (4), as approved by management. *The employee must not be under a City Performance Improvement Plan at the time of the request.*

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To Become: Plans Examiner II (AT-32)

EDUCATION/EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

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

LICENSES/

CERTIFICATIONS: Possession of the following:

1. A valid Class "D" Oklahoma Driver license; **and**,
2. Completion of three (3) prescribed technical certification exams. *Refer to requirements listed in the Plans Examiner II –Building Plans Review job description.*

1st Proficiency Increase:

An increase to the next step within the AT-32 pay grade will be awarded to employees who successfully completes and receives two (2) additional ICC technical exams for a total of five (5), as approved by management. *The employee must not be under a City Performance Improvement Plan at the time of the request.*

2nd Proficiency Increase:

An increase to the next step within the AT-32 pay grade will be awarded to employees who successfully complete the following:

- 1) Completes one (1) course credit in Customer Service from an internal City of Tulsa Development Training course, not previously taken, as approved by management; **and**
- 2) Attends a technical code related seminar, not previously submitted, as approved by management

The employee must not be under a City Performance Improvement Plan at the time of the request.

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To Become: Plans Examiner III (AT-36)
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EDUCATION/EXPERIENCE: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Bachelor's degree in architecture, construction management, civil engineering, business administration, or other related field of study; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description

LICENSES/

CERTIFICATIONS: Possession of the following:

1. Active participation in department approved professional organization; **and**,
2. Completion of five (5) prescribed technical certification exams. *Refer to requirements listed in the Plans Examiner III –Building Plans Review job description*

1st Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to employees who successfully completes and receives one (1) additional ICC technical exam for a total of six (6), as approved by management. *The employee must not be under a City Performance Improvement Plan at the time of the request.*

2nd Proficiency Increase:

An increase to the next step within the AT-36 pay grade will be awarded to employees who successfully complete the following:

- 1) One (1) course credit in Supervisory Skills from an internal City of Tulsa Development Training Course, not previously taken, as approved by management; **and**
- 2) Attend two (2) technical code related seminars, not previously submitted, as approved by management

The employee must not be under a City Performance Improvement Plan at the time of the request.