

PERMIT TECHNICIAN I-II

Job Number: ED6AN-22

SALARY: \$1,784.24 - \$2,755.76 Biweekly

OPENING DATE: 08/19/22

CLOSING DATE: 09/02/22 04:30 PM

DESCRIPTION:



Applications are available online beginning Friday, August 19, 2022 through 4:30 pm, Friday, September 2, 2022.

SALARY INFORMATION:

Grade I - \$1,784.24-\$2,434.88 biweekly

Grade II - \$2,033.84-\$2,755.76 biweekly

Vacancy Information: Current vacancies are with the Development Services Department. This classification is also utilized in the Public Works Department.

The City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate.

EXAMPLES OF DUTIES:

Under general supervision, assist architects, engineers, contractors, business owners, and homeowners by providing routine and technical information related to the issuance of permits.

Provides technical information regarding routine municipal code requirements and ordinances; assists the public in completing applications and other required forms. Issues permits as authorized; provides customer support and assistance at the public permit processing center and over the phone regarding relatively routine questions about ordinances and codes, permit application process and procedures; assists the public in completing applications and other necessary forms; receives and reviews permit documents and other pertinent information at the public permit processing center in order to verify accuracy and completeness of information; determines permit, plans, and processes requirements for prospective applicants; reviews plans and permit applications for compliance with established codes, ordinances, policies, and procedures; processes permit applications and plan intake; uses architectural and engineering

scales to determine dimensions and calculate areas and percentages; calculates a variety of fees for plan check, permits, and other development impact fees and determines construction valuations based on established standards; and performs other related duties as assigned.

This is not an inclusive list. A complete list of examples of duties is detailed in the Civil Service Commission approved [PERMIT TECHNICIAN I-II](#) class specification.

REQUIREMENTS TO FILE:

Candidates must meet option A OR B:

A. Two (2) years of paid, full-time equivalent experience involving extensive public contact working in a building, planning, and/or construction environment, with at least six (6) months of the required experience in computerized permit application processing;

OR

B. Completion of nine (9) or more college semester units (**proof required**)* or the equivalent in planning, building inspection technology, engineering, architecture, code enforcement, fire science technology, or a closely related field; **and** one (1) year of clerical and/or technical paid, full-time equivalent experience involving extensive public contact, in a building, planning, and/or construction environment with at least six (6) months of the required experience in computerized permit applications processing.

***Proof of required documents, such as degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or other identifying characteristics on the form. Degrees must indicate the field of study and transcripts must indicate a field of study and degree conferred date. Candidates who possess degrees from colleges or universities outside the United States must attach proof of educational equivalence at the time of filing.**

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of permit application review;
- Knowledge of familiarity with plans, codes, ordinances, and related terminology, architectural drawing convention and what comprises a complete set of building plans;
- Knowledge of process and procedures associated with permits;
- Knowledge of records management practices;
- Knowledge of customer service methods and techniques;
- Ability to understand and follow oral and written instructions and procedures;
- Ability to learn quickly and apply departmental policies and procedures affecting the acceptance and review of permit applications and commonly used codes and ordinances;
- Ability to understand the relationship between City zoning ordinances and building code requirements;
- Ability to learn, retain, interpret and communicate technical and complex information, terminology, policies and procedures, including codes, ordinances, and regulations;
- Ability to analyze and review permit applications;
- Ability to perform basic math computations;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to type or enter data accurately and at a speed necessary for successful job performance;
- Ability to work effectively with a wide variety of people by consistently exercising tact, good judgment and a proactive, problem-solving focused communication style;
- Ability to maintain composure under stressful circumstances;
- Ability to operate office equipment including computers, printers, and copiers as well as the supporting word processing, spreadsheet, e-mail, and database applications;
- Ability to maintain accurate records and files;
- Ability to facilitate and problem-solve quickly and independently and/or as part of a team;
- Ability to provide support to City and department staff.

A Permit Technician certification from the International Code Council (ICC) must be obtained prior to passing probation.

DESIRABLE QUALIFICATIONS: Bilingual/biliterate skills (Spanish, Khmer, or Tagalog) is desired for some positions.

SELECTION PROCEDURE:

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Occupational Written Exam.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on an analysis of exam results. This is a continuous eligible list, which means eligible lists may be established periodically and may expire six months from their effective date. Applicants may apply only once during a four-month period. **Applications received by Friday, September 2, 2022, will be invited to test on Test #01.** Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

If you have not received notification within two weeks after the close of filing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for some positions interacting with the public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For the hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.
PT:ST

JOB ED6AN-22

CSC 08/17/2022

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

Civil Service Department
411 W. Ocean Blvd., 4th Fl
Long Beach, CA 90802
(562) 570-6202

PERMIT TECHNICIAN I-II Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The purpose of these supplemental questions is to derive more specific information about your qualifications for the position of **PERMIT TECHNICIAN I-II**. Applicants must clearly demonstrate their qualifying experience. **Resumes will not be considered as part of the Civil Service application process and may not be substituted in lieu of the completed application or supplemental questionnaire application (i.e., responses should NOT state "see resume")**. The application and supplemental application must be completed and submitted by the filing deadline for further consideration. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalency. If you require assistance, please call our customer service line at (562) 570-6202 during the filing period between the hours of 7:30 AM-4:30 PM, Monday through Friday. Do you understand the instructions for completing and submitting the application, supplemental questionnaire, and required documents for this job that you are applying for?
- Yes No
- * 2. **REQUIREMENTS TO FILE:** Candidates must meet Option A OR Option B: (A) Two (2) years of paid, full-time equivalent experience involving extensive public contact working in a building, planning, and/or construction environment, with at least six (6) months of the required experience in computerized permit application processing OR (B) Completion of nine (9) or more college semester units (proof required)* or the equivalent in planning, building inspection technology, engineering, architecture, code enforcement, fire science technology, or a closely related field; and one (1) year of clerical and/or technical paid, full-time equivalent experience involving extensive public contact, in a building, planning, and/or construction environment with at least six (6) months of the required experience in computerized permit applications processing **is required**. Select the option that best describes your qualifications.
- Option A) I have two (2) years of paid, full-time equivalent experience involving extensive public contact working in a building, planning, and/or construction environment, with at least six (6) months of the required experience in computerized permit application processing.
- Option B) I have completed nine (9) or more college semester units (proof required)* or the equivalent in planning, building inspection technology, engineering, architecture, code enforcement, fire science technology, or a closely related field; and one (1) year of clerical and/or technical paid, full-time equivalent experience involving extensive public contact, in a building, planning, and/or construction environment with at least six (6) months of the required experience in computerized permit applications processing and have attached my proof to this application.
- None of the options are applicable to me. I understand that I do not qualify for the position. Selecting this option will disqualify me from this position.
- * 3. **If applying under Option A:** Two (2) years of paid, full-time equivalent experience involving extensive public contact working in a building, planning, and/or construction environment, with at least six (6) months of the required experience in computerized permit application processing is required. How many years of experience do you possess involving extensive public contact working in a building, planning, and/or construction environment.
- I qualify under another Option (Proceed to the next question)

- No paid experience
- 0-11 months
- 1 - 1yr. 11 mos
- 2 years or more

- * 4. **If applying under Option A:** Two (2) years of paid, full-time equivalent experience involving extensive public contact working in a building, planning, and/or construction environment, with at least six (6) months of the required experience in computerized permit application processing is required. Describe your experience as it relates to the position. To receive credit for the required experience, you must include the following information describing your experience as it relates to the requirements. **Do not copy and paste your resume.** 1) Employer Name 2) Your Job Title 3) Dates of employment (mo/year to mo/year) 4) Total average hours per week 5) Duties performed for position held. Your responses must be complete to receive credit for this experience. **Incomplete responses may not receive credit.** *If you do not have any related experience, indicate with NONE. If applying under another OPTION, indicate N/A.*
5. **If applying under Option B:** One (1) year of clerical and/or technical paid, full-time equivalent experience involving extensive public contact, in a building, planning, and/or construction environment with at least six (6) months of the required experience in computerized permit applications processing is required. How many years of experience do you possess involving clerical and/or technical extensive public contact working in a building, planning, and/or construction environment.
- I qualify under another Option
 - No paid experience
 - 0-11 months
 - 1 year or more
- * 6. **If applying under Option B:** One (1) year of clerical and/or technical paid, full-time equivalent experience involving extensive public contact, in a building, planning, and/or construction environment with at least six (6) months of the required experience in computerized permit applications processing is required. Describe your experience as it relates to the position. To receive credit for the required experience, you must include the following information describing your experience as it relates to the requirements. **Do not copy and paste your resume.** 1) Employer Name 2) Your Job Title 3) Dates of employment (mo/year to mo/year) 4) Total average hours per week 5) Duties performed for position held; Your responses must be complete to receive credit for this experience. **Incomplete responses may not receive credit.** *If you do not have any related experience, indicate with NONE. If applying under another OPTION, indicate N/A.*
7. **If applying under Option B:** Completion of nine (9) or more college semester units* or the equivalent in planning, building inspection technology, engineering, architecture, code enforcement, fire science technology, or a closely related field is required. *Proof of completion must be attached to this application at the time of filing. Describe your experience as it relates to the position. To receive credit for the required experience, you must include the following information describing your experience as it relates to the requirements. **Do not copy and paste your resume.** 1) College name 2) College course/units 3) Dates of course/units (mo/year to mo/year) Your responses must be complete to receive credit for this experience. **Incomplete responses may not receive credit.** *If you do not have any related experience, indicate with NONE. If applying under another OPTION, indicate N/A.*
8. Six (6) months experience in computerized permit application processing is required. How many months of experience do you possess involving computerized permit application processing.

- No paid experience
- 1-5 months
- 6 months - 11 months
- 1 year or more

- * 9. Knowledge of familiarity with plans, codes, ordinances and related terminology, architectural drawing convention and what comprises a complete set of building plans **is required**. Please describe in detail your knowledge and/or experience as it relates to the aforementioned. **Do not copy and paste your resume** Your response must demonstrate the knowledge in this area to receive credit. **Incomplete responses may not receive credit.** *If you do not possess this knowledge, indicate NONE.*
10. Knowledge of principles and practices of permit application review **is required**. Please describe in detail your knowledge and/or experience as it relates to the aforementioned. **Do not copy and paste your resume** Your response must demonstrate the knowledge in this area to receive credit. **Incomplete responses may not receive credit.** *If you do not possess this knowledge, indicate NONE.*
11. **DESIRABLE QUALIFICATIONS: (Optional)** Bilingual/Biliterate skills (Spanish, Khmer, Tagalog, and American Sign Language) proficiency **is** desirable for some positions. Bilingual/Biliterate skills in American Sign Language proficiency **may be** desirable for some positions. Indicate, by checking all that apply, if you can speak and understand any of the languages listed below. **This information will not be used to determine whether or not you are accepted for further testing. In the event that bilingual skills are required for a particular position, you will be contacted regarding your interest in testing for bilingual skill certification.**
- Bilingual English/Spanish
 - Bilingual English/Khmer
 - Bilingual English/Tagalog
 - Bilingual English/American Sign Language
12. **Additional Information (Optional):** Do you currently possess any job related certifications such as a Permit Technician certification from the International Code Council (ICC)? If so, please list the certificate below and you may attach it to your application.
- * 13. **ACKNOWLEDGMENTS:** By answering "yes", I understand that the City of Long Beach utilizes electronic mail (email) to notify applicants of important information related to job applications submitted online through Governmentjobs.com. As an applicant, if I do not wish to receive emails from the City of Long Beach and decide to unsubscribe from email notifications and/or text messages, I may miss important information (i.e. employment opportunities) regarding the status of any job applications that I submit online. If you have questions or need clarification, please contact the Civil Service Department at (562) 570-6202.
- Yes
- * 14. By answering "yes", understand that proof of required documents must be submitted as attachments at the time of filing. I also understand that failure to submit all required documents at the time of filing will result in my application being considered incomplete. Proofs for this position may include: college transcripts/degrees and/or DD-214 Member 4 Form, if claiming veteran's preference.
- YES
- * 15. **By answering "Yes" and submitting this application, I certify the following that:**
- 1) I have personally completed the information provided and that it is accurate and complete to the best of my knowledge; and 2) I understand that any falsification may cancel any terms, conditions, or privileges of employment; and 3) I understand and

acknowledge that the City of Long Beach requires all employees to be vaccinated against COVID-19 prior to their first day of employment unless a medical or religious accommodation is approved by the City of Long Beach's Human Resources Department for the duration of the vaccine mandate. I understand and acknowledge the aforementioned statement.

Yes

* Required Question