NOTE: This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met. Please retain a copy for your records.

GENERAL INFORMATION: (Please Print)

Employee's Name: ____________________________________________ Phone #: _______________________

Employee's Date of Hire: __________ Date to Class _________ Employee current position title: ________________

Supervisor's Name: ________________________________________________ Phone #: _______________________

Supervisor's Title: _____________________________ Length of time you have supervised employee: _____________

Current Classification

☐ Plans Examiner I Infrastructure Plans Review  ☐ Plans Examiner II Infrastructure Plans Review

☐ Plans Examiner III Infrastructure Plans Review

NOTE: The following attendance information must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave_____hours LWOP______hours Sick Leave Accrual _____hours

Signature of person verifying attendance: ______________________  Date: ________ Phone #: ___________

REQUEST: I would like to be reviewed for the following:

Plans Examiner I Infrastructure Plans Review

☐ Plans Examiner I Infrastructure 1st Proficiency Increase

☐ Plans Examiner I Infrastructure 2nd Proficiency Increase

☐ Plans Examiner I Infrastructure 3rd Proficiency Increase

Plans Examiner III Infrastructure Plans Review

☐ Plans Examiner III Infrastructure 1st Proficiency Increase

☐ Plans Examiner III Infrastructure 2nd Proficiency Increase

☐ Plans Examiner III Infrastructure 3rd Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

For all Proficiencies:

☐ Official College or University transcript if not previously submitted

☐ “Proficient” rating on current PPR form

Plans Examiner I Infrastructure Plans Review - 1st Proficiency Increase after 6 months

☐ Proof of completion of the Signs proficiency quiz

☐ Proof of completion of the Sewer Taps proficiency quiz

☐ Proof of completion of Office Safety Training or Basic First Aid (CPR/AED/First-Aid non-certification) training

☐ Proof of completion of one (1.0) course credit Workplace Sexual Harassment training, as approved by management

Plans Examiner I Infrastructure Plans Review - 2nd Proficiency Increase after 12 months

☐ Proof of completion of the Small Water Meter proficiency quiz

☐ Proof of completion of the Large Water Meter proficiency quiz

☐ Proof of completion of the Zoning proficiency quiz

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

Plans Examiner I Infrastructure Plans Review - 3rd Proficiency Increase after 18 months

☐ Proof of completion of the Pool proficiency quiz

☐ Proof of completion of the Demolition proficiency quiz
Proof of completion of the Temporary Mobile Homes proficiency quiz
Proof of completion of one (1.0) course credit from an internal City of Tulsa Development Training course, not previously taken, as approved by management

Plans Examiner II – Two (2) years’ experience as a Plans Examiner I or five (5) years’ of field or office related experience with sixty (60) credit hours from an accredited college or university.

Plans Examiner II Infrastructure Plans Review – 1st Proficiency Increase after 6 months
Proof of completion of the proficiency quiz requirements for Plans Examiner I
Proof of completion of Office Safety Training or Basic First Aid (CPR/AED/First-Aid non-certification) training
Proof of completion of one (1.0) course credit Workplace Sexual Harassment training, as approved by management
Proof of completion of one (1.0) course credit from an internal City of Tulsa Development Training course, not previously taken, as approved by management

Plans Examiner II Infrastructure Plans Review - 2nd Proficiency Increase after 12 months
Proof of completion of the Watershed Permit proficiency quiz
Proof of completion of the Commercial Permit proficiency quiz
Proof of completion of the Residential Permit proficiency quiz
Proof of completion of one (1.0) course credit from an internal City of Tulsa Development Training course, not previously taken, as approved by management

Plans Examiner II Infrastructure Plans Review - 3rd Proficiency Increase after 18 months
Proof of completion of the FEMA General Admissions application
Proof of completion of the Independent Study IS-1103: Elevation Certification for Surveyors
Proof of completion of the Flood Insurance Rate Map (FIRM) tutorial
Proof of completion of the Flood Insurance Studies (FIS) tutorial
Proof of completion of one (1.0) course credit from an internal City of Tulsa Development Training course, not previously taken, as approved by management

Plans Examiner III – Two (2) years’ experience as a Plans Examiner II or three (3) years’ of field or office related experience with one-hundred twenty (120) credit hours from an accredited college or university.

Plans Examiner III Infrastructure Plans Review – 1st Proficiency Increase after 6 months
Proof of completion of the proficiency quiz requirements for Plans Examiner II
Proof of completion of one (1.0) course credit Workplace Sexual Harassment training, as approved by management
Proof of completion of one (1.0) course credit from an internal City of Tulsa Development Training course, not previously taken, as approved by management

Plans Examiner III Infrastructure Plans Review - 2nd Proficiency Increase after 12 months
Proof of completion of Certified Floodplain Manager (CFM) continuing education hours
Proof of completion of Leadership training, not previously taken, as approved by management
Proof of completion of one (1.0) course credit from an internal City of Tulsa Development Training course, not previously taken, as approved by management

Plans Examiner III Infrastructure Plans Review - 3rd Proficiency Increase after 18 months
Proof of completion of Certified Floodplain Manager (CFM) continuing education hours
Proof of completion of Management training, not previously taken, as approved by management
Proof of completion of one (1.0) course credit from an internal City of Tulsa Development Training course, not previously taken, as approved by management

I have attached all the required documentation as stated in the Plans Examiner Infrastructure Plans Review Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.

Employee's Signature: ______________________________________ Date: _________________________
Supervisor's Signature: ______________________________________ Date: _________________________