

**ENVIRONMENTAL MONITORING TECHNICIAN
PROGRESSION AND PRODUCTIVITY PROGRAM
CRITERION DOCUMENT**

August 16, 2012

Note: Refer to the Environmental Monitoring Technician Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines and procedures.

To Become: ENVIRONMENTAL MONITORING TECHNICIAN I (OT-17)

EDUCATION: Graduation from high school or possession of a General Education Development Certificate (GED)

EXPERIENCE: One (1) year as an Environmental Engineering Aide I with the City of Tulsa or similar experience

TRAINING: Internal: Technician I & II Training Modules
One (1) class from the Admin/Comm/HR Skills Core Groups and One (1) class from Supervisory or Lead Skills Core Group

COURSEWORK: Completion of nine (9) hours with courses in math, science and/or computers (total = 9 hours)

LICENSES: Possession of a valid Oklahoma Class "D" Operator's License; and applicable Class C Water/Wastewater Laboratory Operators License as issued from the Department of Environmental Quality (DEQ) or the ability to obtain within one (1) year of hire date.

DEMONSTRATED SKILL PROFICIENCY:
Proficiency in intermediate technician functions and must successfully complete and pass competency exam

PERFORMANCE & PRODUCTIVITY:
Receives a "Proficient" or above rating on most current performance evaluation

*Proficiency Increase Requirements

EDUCATION: Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework

EXPERIENCE: Six (6) months as an Environmental Monitoring Technician I with the City of Tulsa

COURSEWORK: Completion of a total of fifteen (15) accredited college hours in math, science and/or computers (total = 15 hours)

DEMONSTRATED SKILL PROFICIENCY:
Proficiency in intermediate technician functions

PERFORMANCE & PRODUCTIVITY:
Receives a "Proficient" or above rating on most current performance evaluation

To Become: ENVIRONMENTAL MONITORING TECHNICIAN II (OT-18)

EDUCATION: Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework.

EXPERIENCE: One (1) year as an Environmental Monitoring Technician I with the City of Tulsa or similar experience.

TRAINING: Internal: Technician I and II Training Modules
Two (2) Lead and Supervisory Training Classes

COURSEWORK: Completion of twenty (20) hours with courses in math, science and/or computers (total = 20 hours)

LICENSES: Possession of a valid Oklahoma Class “D” Operator’s License; a valid Class “C” Water / Wastewater Laboratory Operators license as issued from the Department of Environmental Quality (DEQ) and possession of OSHA 40 hour Hazardous Waste Operator’s Certification.

DEMONSTRATED SKILL PROFICIENCY:

Proficiency in advance level technician functions and must successfully complete and pass competency exam

PERFORMANCE & PRODUCTIVITY:

Receives a “Proficient” or above rating on most current performance evaluation

***Proficiency Increase Requirements**

EDUCATION: Graduation from high school or possession of a General Education Development (GED) Certificate, plus required coursework

EXPERIENCE: One (1) year as an Environmental Monitoring Technician II with the City of Tulsa

COURSEWORK: Completion of a total of thirty (30) accredited college hours in math, science and/or computers (total = 30 hours)

DEMONSTRATED SKILL PROFICIENCY:

Proficiency in advanced level technician functions

PERFORMANCE & PRODUCTIVITY:

Receives a “Proficient” or above rating on most current performance evaluation

Advanced Educational Increase:

A one (1) step increase will be awarded to employees obtaining an associates degree on an accredited college transcript in an approved field of study and have completed all required courses listed above or have 60 accredited hours, been an Environmental Monitoring Technician II for at least eighteen (18) months and received a “Proficient” or above rating on most current performance evaluation.