



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

PERMIT TECHNICIAN II (Job Code # _____)

\$4,358.45 – 5,313.95 MONTHLY

THE CITY OF CULVER CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$220 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.

HOW TO APPLY

Filing deadline: 5:00 p.m., [DATE]

A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.

Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.

THE POSITION

Position may be assigned to the Building Safety, Fire Prevention, Engineering or Planning Divisions. Answers questions relating to building codes, fire, public works, zoning and municipal codes; provides public assistance on the telephone and at public counter to developers, architects, engineers and property owners by providing information related to building, construction, hazardous materials, fire prevention, parking, surveying, planning, public works and zoning; issues permits and assists contractors and permit applicants with plan submittals needed for the issuance of permits; reviews plan check applications and examines plans for compliance with applicable codes; processes maps, plans, and other documents for accuracy and adherence to established practices and compliance with related regulations and codes; reviews and processes deposits and invoices along with tracking and correcting fees; performs arithmetic calculations including percentage calculations for the purpose of calculating fees; prepares monthly, quarterly and annual reports of division activities; directs inquiries to appropriate staff regarding requirements pertaining to development and use of property; receives and processes planning applications and other applications for development projects; Assists professional staff in the preparation of documents, including legal documents; prepares various maps, charts, graphs, and other aids for presentations; performs land use field surveys, and utilizes and updates City automated permit processing system as necessary. Performs other duties as assigned.

MINIMUM REQUIREMENTS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or equivalent and two (2) years of experience at the level of Permit Technician performing work in the review of building plans and processing of permit applications utilizing an automated permit tracking system or equivalent experience; preferably in an engineering permit or construction/building code administrative office, or assisting the administration of a hazardous materials disclosure program.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. International Code Council (ICC) Permit Technician certification is desirable.

EXAMINATION PROCEDURES

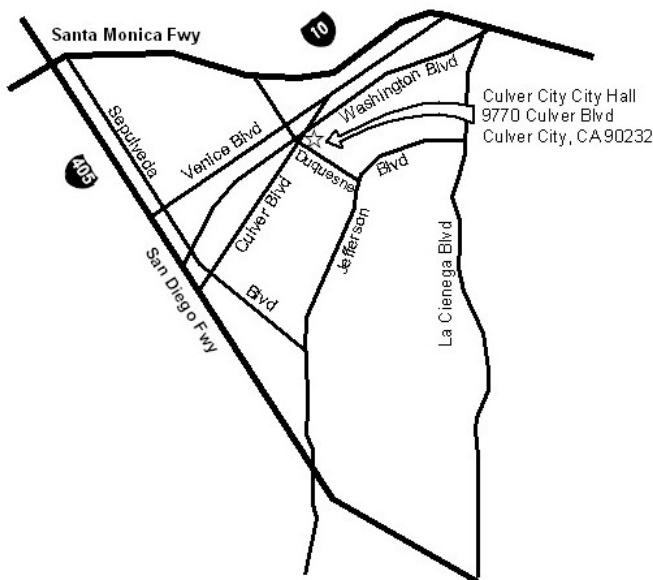
Applicants must receive a passing score on all examination components in order to be placed on the eligible list. **Please note:** There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.

COMPONENT	WEIGHT
• Written/Performance: To determine knowledge of basic engineering, building or construction activities and to assess office proficiency	40%
• Appraisal Interview: To evaluate training, experience and personal qualifications	60%

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions in this bulletin may be modified or revoked without notice.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:00 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies. The top three (3) ranks will be used for Promotional Examinations.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran’s preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran’s preference. (Veteran’s preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

These are typical benefits, but may vary by negotiated agreements with employee bargaining units. Please refer to the appropriate MOU for this position by visiting: www.culvercity.org

RETIREMENT:

City participates in CalPERS* retirement plan (Public Employees Retirement System). Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.

DEFERRED COMPENSATION:

Employees may voluntarily contribute to a city sponsored deferred compensation plan.

HEALTH BENEFITS:

Choice of health, dental, vision and life plans are available for employees and dependents. Some employee contribution may be required.

LEAVE BENEFITS:

Include holidays, in-lieu time, sick and vacation.

UNIFORMS

Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

CREDIT UNION AVAILABLE

* In the event an employee leaves City Service prior to retirement, this contribution, including interest, is remitted to the employee upon application to the retirement system.