

Market Range Detail - Development Services Technician Lead

Effective Date

January 5, 2015

Market Range Title Description

POSITION OVERVIEW

Primary job functions in this market range title vary depending on area of assignment.

Primary duties typically include performing technical review and interpretation of permit applications to insure compliance with codes, ordinances, regulations and standards at the highest and most complex level. Incumbents in this level function as subject matter experts in their area of assignment, displaying a thorough and deep understanding of their unique area.

DISTINGUISHING CHARACTERISTICS

These positions are distinguished from the Development Services Technician Senior in that the former provide lead functionality.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Typically responsible for auditing work of lower level technicians through data entry quality assurance and/or reports, required to identify possible misinterpretations or procedural concerns
- Act in a lead capacity, heading up special projects and training staff to ensure uniformity in permit submissions.
- May research permitting discrepancies and consult with higher level department representative in order to resolve issues.
- Performs training and guidance of lower level staff, providing direct support to most permitting issues related to assignment area.
- May develop process improvement procedures, standard operating procedures, workflow documentation, and compliance checks.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$16.38	\$20.98	\$25.58

Likely Minimum Qualifications

- Four (4) years of development services experience or an Associate's Degree and two years of development services experience
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.