

# Market Range Detail - Plans Examiner Supervisor

## Effective Date

April 2, 2012

## Market Range Title Description

Positions in this market range title are responsible for the daily oversight and supervision of technical work performed by Plans Examiners. Primary duties typically include handling complex plan review projects and issues, performing plan review of commercial projects, calculating valuations and determining fees, checking stress analysis, resolving problems with the public and developers, preparing statistical reports, and leading and implementing special projects. Supervisory duties include completing performance evaluations, counseling employees, coordinating the hiring and training of employees, ensuring that work products meet quality standards, resolving procedural problems, reviewing policies and procedures, and participating in division strategic planning.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$28.52	\$34.10	\$39.68

## Likely Minimum Qualifications

- High school diploma or G.E.D. certificate.
- Four years of experience in plan checking of commercial and industrial buildings in a regulatory environment requiring advanced technical knowledge of code administration and building technology; one year of supervisory experience.

## Working Titles

- Plans Examiner Supervisor

### 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.