



# Senior Permit Technician

## DEPARTMENTAL PROMOTIONAL

Base: \*\$3250/mo

\*actual salary will vary based on employee's index table

Official County Applications Available at: [www.co.yuba.ca.us](http://www.co.yuba.ca.us)

[View complete Class Specifications on the Human Resources & Organizational Services homepage](#)

Final Filing Deadline:

Friday, May 19, 2017 @ 5:00 PM

The County of Yuba is currently recruiting for the position of **Senior Permit Technician** in the Community Development and Services Agency. Under general supervision, provides assistance to the general public in the technical review of permit applications, building inspection and plan checking processes and requirements for the Building Department; receives, processes, and issues permits; tracks and coordinates in the processing of more complex permits; resolves permits or interrelated project conflicts; provides lead direction and technical assistance and training to Permit Center staff; and performs related work as assigned. This is the advanced journey level in the permit technician series.

Examples of knowledge, skills and abilities required for successful performance: Knowledge of permit and plan checking procedures, rules, regulations and guidelines for processing basic to complex actions; Local, State, and Federal building, zoning, engineering and planning codes and regulations related to the permit process; Building inspection and minor plan checking procedures and requirements. Skill in interpreting and applying permitting rules, codes and regulations; understanding complex construction plans and specifications; effectively resolving customer service issues according to policies and procedures. Ability to respond to and assist with the resolution of difficult and sensitive development related inquires and complaints; listened carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification; establish and maintain cooperative working relationships with co-workers and the public; make mathematical calculations quickly and accurately. This is a representative summary of the major duties and abilities. Please refer to the class specification for full description of knowledge, skills and abilities, as well as examples of duties and other qualifications required for this position.

### EMPLOYMENT REQUIREMENTS

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Minimum: MUST BE A CURRENT REGULAR YUBA COUNTY COMMUNITY DEVELOPMENT AND SERVICES AGENCY EMPLOYEE:**

Equivalent to graduation from high school and four years of related experience in the building, planning, or construction industry and at least one year of experience equivalent to the County's class of Permit Technician. Related college coursework with a concentration in building, construction, engineering or planning, may be substituted for the related experience on the basis of 1 college unit for 8 months of experience.

**Preferred:** In addition to the minimum requirements, possession of an I.C.C. Certificate as a Permit Technician or Building Inspector and up to one year additional direct experience in a public agency planning or building department.

**Special Requirements:** Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire. Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Work Environment:** Generally a typical office environment.

### EXAMPLES OF DUTIES:

- Provide quality customer service, direction and technical assistance to staff and the public regarding permit and plan checking requirements and procedures.
- Perform the more complex functions related to the County's development and permitting processes; resolve or assist in resolving difficult or complex permitting issues that do not require referral to technical or professional level staff.
- Provide lead direction, training and work review to assigned staff; organize and assign work, set priorities and follow-up to ensure completion of assigned duties.
- Review, interpret, and explain applicable local, state and federal planning, engineering and building codes, ordinances, standards and guidelines and provides direction to staff and the public.
- Review applications, documents and plan submittals for appropriate approvals and required attachments to assure accuracy and compliance with pertinent laws and established criteria.
- Log and route complex applications to proper professional staff, coordinate and track applications to ensure timely processing.

THE COUNTY OF YUBA IS A MERIT BASED EQUAL OPPORTUNITY EMPLOYER ENCOURAGING WORKFORCE DIVERSITY

Submit Completed Official County Applications to:  
Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901

## APPLICATION/SELECTION PROCEDURES

### **TO APPLY FOR SENIOR PERMIT TECHNICIAN:**

Submit an official Yuba County employment application, **copies of valid license(s), certificate(s) and college transcripts, diploma or grade reports** to County of Yuba – Human Resources and Organizational Services, 915 Eighth Street, Suite 113, Marysville, CA 95901. Official County applications and materials are available online at [www.co.yuba.ca.us](http://www.co.yuba.ca.us) or at the Human Resources and Organizational Services Department. **Note: All diplomas or degrees must be from an accredited college or university. To obtain information regarding accreditation, refer to the US Department of Education Office of Post Secondary Education at: <http://ope.ed.gov/accreditation/search.aspx>**

### **APPLICATION SCREENING:**

To begin the hiring process, an applicant must submit a completed County application prior to the final filing deadline. Applications must be completed legibly, all questions must be answered, and the required documentation must be provided. **Please be sure to use the current application located on the County website. Old applications cannot be accepted.** All applicants will be given written notice regarding the status of their application and selection procedures. The County prefers to communicate via email, if provided, to expedite communication. It is also recommended that candidates review their SPAM mail daily as to not miss any important communication. Please refer to the [Employment Application Instructions](#), which accompanies the County application, for additional details. Failure to provide the required documentation may result in rejection of your application.

**Applicants must provide the following documents by the filing deadline. Failure to provide the required documentation may result in rejection of the application in its entirety. Documents required include:**

- **Yuba County Employment Application—complete & signed**
- **Diploma and Unofficial Transcripts**
- **Copies of Certifications**

### **MINIMUM QUALIFICATIONS:**

All applicants must clearly demonstrate they meet the minimum qualifications, by the final filing deadline, to be considered in the selection and testing phases of the process.

### **EDUCATION AND EXPERIENCE:**

Education and experience as detailed on the employment application will be thoroughly reviewed. Please include all experience, education, and training pertinent to the knowledge, skills and abilities required for the position. This is an essential part of the process and will be used to determine further eligibility to participate in the next phase of the selection procedures.

### **TESTING ACCOMMODATION:**

If special accommodations are required at any stage of the selection process, complete the Request for Reasonable Accommodation in the Examination Process Form and provide the required documentation by the final filing deadline. The form can be obtained by accessing the link on the Human Resources and Organizational Services homepage or by contacting Human Resources.

### **VETERAN'S CREDIT:**

All applicants who have successfully completed the application/selection procedures and examination process may be eligible for veteran's credit. Applicants must have served on active duty for a period of not less than 90 days in the armed forces in time of war or national emergency, or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States and who has been discharged or released under honorable conditions, and widows of such persons shall be allowed credit. Military Records Form DD214 must be submitted for further review and determination of appropriate credits.

**WAIVER OF SELECTION PROCEDURES:**

When selection procedures have been publicly announced and the number of applicants meeting the minimum qualifications for the position is five or less, the Human Resources Director may, at her/his discretion; a) Waive the competition entirely and submit the names of the applicants meeting the minimum qualifications to the appointing department, b) Revise the conditions of competition to a more practical basis under the circumstances.

**EMPLOYMENT ELIGIBILITY LIST:**

An employment eligibility list is established for those applicants who successfully pass all phases of the examination process. This list may be held for up to a maximum of one (1) year from the date the list is certified. For each vacancy the top five (5) ranks on the list will be certified to the department for final selection, which will include a departmental interview.

**DEPARTMENTAL INTERVIEW:**

The Community Development and Services Agency will notify the applicant of the date and time of his/her interview. The applicant will be asked a series of questions about his/herself and his/her related experience, education and training that exhibit the knowledge, skills and abilities essential to the job. The applicant may also be asked questions about hypothetical situations to test his/her ability to make decisions and use sound judgment and common sense.

**CONDITION OF EMPLOYMENT**

All appointments to a position are contingent upon successful completion of the following items:

**BACKGROUND INVESTIGATION:**

Selected applicant(s) must undergo a background investigation. Certain positions are required to undergo fingerprinting for the purposes of criminal history information. Background investigations may include verification of education, professional licenses and/or certifications, credit history, driving history, previous work history, personal and professional references, and records of mandated drug and alcohol testing as required for safety sensitive transportation work by Department of Transportation.

**PRE-EMPLOYMENT MEDICAL REVIEW/EXAMINATION:**

Selected applicant(s) who successfully complete the background investigation are required to complete a pre-employment medical review/examination, which may include drug screening, to assess his/her overall medical suitability for the position.

**LICENSING AND CERTIFICATIONS:**

Some positions are mandated by law to possess and maintain specialized certificate(s), license(s) and/or registration(s) at the time of appointment. Certain positions are required to obtain such items within an established timeframe or be subject to dismissal.

**AGENCY SHOP:**

All new, regular employees, with the exception of supervisory position(s), shall be required to join the employee association or pay a 'Fair Share Fee' as a condition of employment.

**DISASTER SERVICE WORKERS:**

All Yuba County Employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.