

Fire Protection Engineer – Quantitative Core Competencies

Plan examination is quite different in regards to other Department of Neighborhood Services. The Plan Examination department has the sole charge of reviewing proposed plans and issuing permits. As this career ladder is developed, it was deemed important recognize this fundamental fact when it comes to a quantitative analysis of the plan exam function and its quantifiable measurable elements.

The aspects outlined in the following for the quantifiable portion of this career ladder document emphasize the characteristics of managing workload, monitoring active plan reviews, and providing an expected level of quality customer service not only to the public but other divisions within DNS as well. The primary emphasis being towards striving to reward those who can provide timely service, follow up on plan reviews, and maintain an active presence with their contacts.

This document is meant to serve in conjunction with the qualitative document submitted under separate cover.

Fire Protection Engineer, Quantitative Career Ladder

To move to the Step indicated, the plan examiner will need to meet the following requirements:

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Plan examinations - % complete within allotted time frame	90%	90%	92%	94%	96%	98%	98%
Maximum days overdue for any plan exam project	5 days	5 days	4 days	4 days	3 days	2 days	1 day
Percent of plan reviews over 6 months with no contact or issuance of permit	30%	30%	25%	20%	15%	10%	5%
Plan Review Units per hour of Plan Review allocated	2.0	2.0	2.1	2.2	2.3	2.4	2.5