

PROCEDURE FOR PREPARING TITLE CONCURRENCE SHEET

The following is the procedure used by the Department and Consultant relative to preparing Title Concurrence Sheets:

- The Consultant submits job descriptions to the Bureau of Professional Services for approval.
 Note: Prepare an individual sheet for each title requested.
- The Bureau of Professional Services reviews and approves job descriptions and prepares Title Concurrence Sheet.
- The Bureau of Professional Services submits two copies of the Title Concurrence Sheet to the Consultant for signature.
- The Consultant signs both copies of the Title Concurrence Sheet and returns the copies to the Bureau of Professional Services.
- The Title Concurrence Sheets are signed by the appropriate Bureau of Professional Services employee.
- The Bureau of Professional Services returns one signed copy of the Title Concurrence Sheets to the Consultant.

SAMPLE JOB DESCRIPTION

ABC CORPORATION, INC.

TITLE

Engineer III

GENERAL CHARACTERISTIC

Independently evaluates, selects, and applies standard engineering techniques, procedures, and criteria, using judgment in making minor adaptations and modifications. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Performance at this level requires development experience in a professional or equivalent graduate level education.

DIRECTIONS RECEIVED

Received instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems and work is reviewed for applications of sound professional judgment.

TYPICAL DUTIES AND RESPONSIBILITIES

Performs work which involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: Equipment design and development, test of materials, preparations of specifications, process study, research investigations, report preparation, and other activities of limited scope requiring knowledge of principles and techniques commonly employed in specific narrow area of assignments.

RESPONSIBILITY FOR DIRECTION OF OTHERS

May supervise or coordinate the work of draftsman technicians, and others who assist in specific assignments.

EDUCATION

Bachelor of Civil Engineering

EXPERIENCE

A minimum of three years experience in the field of Civil Engineering.

SALARY RANGE

\$15.00 to \$19.00

NUMBER OF EMPLOYEES IN TITLE

3

JOB DESCRIPTION FORM
FIRM NAME

TITLE

GENERAL CHARACTERISTIC

DIRECTIONS RECEIVED

TYPICAL DUTIES AND RESPONSIBILITIES

RESPONSIBILITY FOR DIRECTION OF OTHERS

EDUCATION

EXPERIENCE

SALARY RANGE

NUMBER OF EMPLOYEES IN TITLE
