APPRENTICE

CLASS NUMBER: 11173
EEO CATEGORY: Skilled Craft Workers

GRADE: TG10
FLSA: Non-Exempt

JOB OBJECTIVE

This is an entry-level position responsible for learning and developing practical skills while observing all health and safety codes. This position will participate in classes and workshops on and offsite, completing tests and assignments, designed to assist and learn the trade by on-the-job training or formal instructions from the assigned supervisor. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

- Performs limited skilled tasks under close direction of a supervisor or a project lead.
- Participates in training as prescribed by an assigned supervisor.
- Assists in performing various skilled trade duties.
- Conducts and participates in preventative maintenance inspections.
- Coordinates maintenance and repair activities with appropriate personnel.
- Inspects new or existing installations to ensure compliance with specifications.
- Observes and follows safety precautions in all work activities.
- Assists in research and development testing as required.
- May rotate work assignments between various skilled trades.
- May operate and/or transport equipment using commercial motor vehicles.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Receives close supervision and reports to a designated supervisor, who distributes and reviews work assignments, and is consulted on any unusual or complex problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves moderate risks or discomforts which require special safety precautions, e.g., working under extreme outdoor weather conditions, working around moving parts, carts, or machines, etc. May be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields.

Requires some strenuous physical exertion such as lifting heavy objects, crouching or crawling in restricted areas, walking, climbing, bending, stooping, stretching, or similar activities.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or Equivalent

PERFORMANCE STANDARDS

Basic knowledge of the tools and equipment used in the applicable area of operation.
Knowledge of safety rules and occupational hazards.
Ability to carry out oral and written instructions.
Ability to trouble-shoot intricate electrical equipment, boxes, and lines.
Ability to read and interpret blueprints, diagrams and technical manuals.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver's License

Date Approved: **04/20/2022**
Date Effective: **07/01/2022**
Date Revised:

COMPLIANCE MONITOR - SENIOR

CLASS NUMBER: 11176
EEO CATEGORY: Professionals
GRADE: OR07
FLSA: Exempt (P)

JOB OBJECTIVE

Performs more complex professional and analytical work involved in the field of finance and administration. Participates in and leads various aspects of operations and performance of the Office of Financial Accountability (OFA) of the Metropolitan Government.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

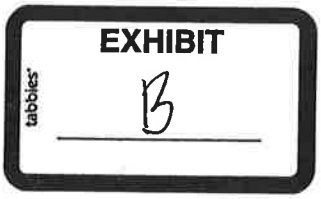
Performs and leads more complex professional finance functions
- Lead grant monitoring engagements of Metro departments for compliance with applicable grantor requirements, as well as federal, state, and local guidelines.
- Lead grant monitoring engagements of non-profit agency (Community Partnership Funds, Direct Appropriations, or other grant programs issued by Metro) for compliance with grantor guidelines.
- Lead procurement monitoring engagements of Metro departments for compliance with Metro procurement guidelines.

Conducts quarterly prompt pay reviews of Metro departments for compliance with vendor payment terms.
Performs assigned audit project tasks independently.
Responsible for development of monitoring scope, objective, and methodology.
Conducts individual and group interviews, as well as entrance and exit conferences.
Develops programs.
Conducts preliminary planning.
Successfully completes special projects as assigned by the Director.
Performs administrative duties.
- Maintains OFA webpages and posts any new reports and information in a timely basis.
- Responsible for meeting agenda and results documentation.
- Prepares, indexes, and organizes work papers.
- Report preparation and review, data verification.
- Reviews and verifies work papers and verification, checks cross-references.
- Performs collection, transference, and reproduction of qualitative and quantitative data.
- Performs assigned quality assurance support duties.

Participates, coordinates and/or leads various financial compliance-related tasks.
Attends meetings as required.
May advise Finance Management about finance issues/concerns of Metropolitan Government.
Performs related duties as required.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise Compliance Monitors.



Receives general supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting, and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelors' Degree in a financial related field and considerable professional-level experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of all aspects of CPM duties.
Thorough knowledge of Metro's accounting software.
Thorough knowledge of multiple accounting software associated with non-profits.
Thorough knowledge of federal, state, and local laws, regulations, standards, and internal policies and procedures governing finance and administration, including procurement, grants management, capital assets, and vendor payment
Ability to analyze information and draw accurate conclusions.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.
Ability to plan and direct the work of employees.
Ability to analyze information and draw accurate conclusions.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Date Approved: **04/20/2022**
Date Effective: **07/01/2022**
Date Revised:

COMPLIANCE MONITOR

CLASS NUMBER: 11175
EEO CATEGORY: Professionals
GRADE: OR04
FLSA: Varies by Position

JOB OBJECTIVE

Performs entry-level professional and analytical work involved in the field of finance and administration. Participates in various aspects of operations and performance involved in the Office of Financial Accountability of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs entry-level professional finance functions
- Assists with professional grant monitoring functions for Metro departments and non-profit agencies, ensuring compliance with applicable grantor requirements as well as federal, state, and local guidelines.
- Assists with procurement monitoring of Metro departments for compliance with Metro procurement guidelines.

Conducts quarterly prompt pay reviews of Metro departments for compliance with vendor payment terms.
Successfully completes special projects as assigned by the Director.
Performs assigned audit tasks independently.
Helps to develop monitoring scope, objective, and methodology.
Assists with individual and group interviews, as well as entrance and exit conferences.
Performs administrative duties.
- Provides qualitative and quantitative data collection, transference, and reproduction.
- Prepares reports and correspondence.
- Performs assigned quality assurance support duties.
- Reviews and verifies accuracy of work papers and checks cross-references.
- Produces meeting agenda and results documentation.

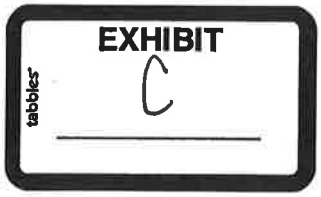
SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employee receives close supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting, and training rooms, etc. Work area is adequately lighted, heated, and ventilated.



Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelors' Degree in a financial related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Ability to become knowledgeable of all aspects of Cost Planning and Management (CPM) duties.
Basic knowledge of Metro's accounting software.
Basic knowledge of multiple accounting software associated with non-profits.
Knowledge of governmental accounting practices and procedures.
Basic knowledge of federal, state, and local laws, regulations, standards, and internal policies governing finance and administration, including procurement, grants management, capital assets, and vendor payment.
Ability to analyze information and draw accurate conclusions.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Date Approved: **04/20/2022**
Date Effective: **07/01/2022**
Date Revised:

FIRE LOGISTICS AND INVENTORY CLERK

CLASS NUMBER: 11179 **GRADE:** ST08
EEO CATEGORY: Administrative Support **FLSA:** Non-Exempt

JOB OBJECTIVE

Performs responsible duties involving ordering, stocking, issuing, and delivering equipment and supplies to all personnel and facilities of the Nashville Fire Department. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Delivers, retrieves, and inspects equipment including PPE (Personal Protective Equipment), SCBA (Self Contained Breathing Apparatus) and other equipment
- Ensures equipment meets relevant guidelines and standards of the manufacturer, OSHA, the Nashville Fire Department, or other relevant entities
- Decontaminates and makes minor repairs to equipment, or determines when replacement is needed
- Tests and calibrates equipment as needed

Reviews requests and assembles orders for supplies and equipment
- Assists with coordinating delivery dates with vendors
- Receives supplies from vendors and unloads trucks
- Stocks supply room
- Distributes supplies and assists with inventory control
- Maintains computer inventory of supplies and equipment
- Keeps accurate records and writes detailed reports

May move equipment and apparatus including Fire Engine Pumpers, Ambulances, Aerial Ladder Trucks, etc.
May deliver and pick-up vehicles to/from repair shop
Enforces safety rules and regulations
May train and/or assign duties to employees

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May lead Equipment and Supply Clerks and support personnel assigned to area.

Receives general supervision and reports to a management-level supervisor, who reviews and evaluates job duties and is consulted on unusual or complex matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The work environment involves moderate risks or discomforts associated with a working warehouse environment, vehicles, and apparatus/equipment maintenance. These include working in extreme

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temperatures, working around potentially dangerous equipment, moving parts, carts, or machines, working around grease and oil, etc. The work area is adequately lighted, heated, and ventilated.

Work of this classification requires physical exertion such as frequently lifting and reaching above shoulder level. The incumbent may be exposed to a variety of irritant chemicals, lubricants, and exhaust fumes. Accordingly, employees may be required to use protective clothing or gear such as masks, coats, goggles, gloves, or shields and to take other precautions as necessary to minimize risks of personal injury.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and four (4) years experience receiving and distributing inventory.

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of purchasing policies and procedures.
Knowledge of correct inventory levels and control techniques.
Knowledge of inventory used in the department and their locations.
Knowledge of occupational safety hazards and policies.
Knowledge of Civil Service and departmental rules and procedures.
Ability to estimate inventory requirements.
Ability to perform a physical count of inventory.
Ability to read and interpret equipment and supply catalogs.
Ability to make mathematical computations.
Ability to complete inventory forms accurately.
Ability to keep accurate records and write detailed reports.
Ability to deal courteously with the public.
Ability to lead and train employees.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

May require PPE Certification
May require Mine Safety Appliance Certification (MSA) – or current vendor SCBA certification
May require Mask Mounted Regulators Certification (MMR) – or current vendor SCBA certification
May require license for Tow Motor / Forklift Operator

Date Approved: **04/20/2022**
Date Effective: **07/01/2022**
Date Revised:

HUMAN RESOURCES SPECIALIST

CLASS NUMBER: 11182 **GRADE:** OR07
EEO CATEGORY: Officials/Administrators **FLSA:** Top-Level Mgt.

JOB OBJECTIVE

Performs complex professional, technical, and analytical HR duties in support of the central HR program by serving as an authority on a variety of complex HR duties in areas such as benefits administration, compensation, employee relations, recruitment, and training. Some positions may supervise or lead professional or clerical positions. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Serves as an internal consultant to solve complex issues and provides technical assistance in HR functional areas to managers to ensure consistency and equity in policy and practice.

Analyzes job classes and positions using information obtained in written and/or verbal form; interviews employees and supervisory staff to collect information in order to determine job duties, and establish minimum qualifications, knowledge, skills, and abilities; writes and revises job descriptions; gathers and analyzes salary data and makes salary recommendations for new or existing classifications; gathers and analyzes information on salary, benefits, and HR practices; conducts special studies relating to compensation management activities.

Interprets and explains Civil Service rules, policies and procedures; confers with departmental staff and counsels employees and managers on HR practices; conducts investigations and writes reports on EEO, Title VII, sexual harassment, employee grievances, or other employee complaints; ensures compliance with employee performance management and disciplinary action process; assists with labor union negotiations and development of memorandum of understanding (MOU); assists with the development of Civil Service Commission agendas and reports.

Plans and conducts recruitments for a wide variety of positions; writes job announcements, advertisements, and correspondence; reviews and evaluates employment applications; confers with departmental staff to develop exam components and interview questions; generates and maintains recruitment lists and registers.

Serves as instructor for various training programs; administers and coordinates training and enrollment of in-service programs; evaluates effectiveness of training program and instructors; formulates training procedures and schedules and identifies training needs; designs and develops training program, meetings and workshops; consults with department regarding training needs; develops surveys regarding training; compiles training activity records.

Handles the more complex benefit related issues escalated by benefit staff, handles urgent benefit requests from members, serves on benefit related RFP's, and assists the supervisor with staff reviews and evaluations.

Handles controversial and/or complex HR projects; makes assessment of issue(s) or problem area(s), determines how the project/study will be conducted, defines the scope of work, develops the

methodology for the collection of relevant data, and assembles and designates data into meaningful formats to facilitate data analysis.

Counsels managers, supervisors, and line employees regarding employment-related policies, procedures, rules, laws, and regulations; advises supervisors and managers on appropriate supervisory practices; explains departmental decisions on human resources-related matters; analyzes operational problems and develops solutions; recommends and interprets human resources policies to meet departmental goals; writes procedures to implement departmental policies and strategies; may review departmental hiring decisions for compliance with policies and procedures; develops, coordinates, and may conduct mandated and other training programs.

Represents the department on a variety of human resources-related committees and before commissions to ensure that departmental concerns and issues are raised and addressed; responds to human resources-related inquiries by state and federal regulatory agencies;

Responds inquiries or issues requiring an interpretation of Civil Service rules or policies; responds to EEOC charges, applying a working knowledge of basic principles of EEO and other employment laws when responding to employee relations issues, investigates claims of discrimination and harassment, prepares reports of findings, and makes recommendations for action; investigates employee complaints and formal grievances.

Provides analytical support for a wide range of compensation projects; conducting statistical analysis and costing of pay plan issues and/or modifications; analyzes data from relevant compensation surveys, reviews requests for new or revised classifications to determine appropriate salary grade; coordinates and conducts job evaluations and compensation reviews to determine market pricing or resolve internal equity issues.

May perform lead work over professional human resources employees and/or supervises professional and clerical positions, provides guidance and technical support, and assists employees with difficult and/or unusual assignments.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

May supervise the work of professional and/or para-professional employees.

Receives direction and reports to a designated manager, who provides general direction and guidance. Incumbents exercise broad discretion on matters involving operation of assigned activities.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. There may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and four years of professional HR experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

NO SUBSTITUTION

PERFORMANCE STANDARDS

Thorough knowledge of Metro Civil Service provisions, Charter requirements, and related practices and procedures.
Thorough knowledge of human resources principles, employment practices, laws, regulations and trends.
Thorough knowledge of the Metropolitan Code, Charter, and plan documents.
Knowledge of principles and practical applications of classification and compensation administration.
Skill in gathering and analyzing data and presenting statistical and narrative reports.
Skill in problem-solving, conflict resolution, and decision making
Skill in interpreting, explaining and applying pertinent laws, rules, regulations, policies, guidelines
Ability to plan, organize, and coordinate activities of employees and/or programs and services.
Ability to analyze problems, consider options, formulate strategies, and make practical recommendations.
Ability to maintain confidential and sensitive information.
Ability to use judgment in interpreting and applying procedures and precedents to specific cases.
Ability to communicate effectively, both orally and in writing.
Ability to analyze complex data using a computer and generate reports from HR databases.
Ability to make sound recommendations based on factual information.
Ability to apply rules and policies to all but the most unusual situations.
Ability to deal courteously with the public.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Date Approved: **04/20/2022**
Date Effective: **07/01/2022**
Date Revised:

SAFETY SPECIALIST

CLASS NUMBER: 11194 **GRADE:** OR06
EEO CATEGORY: Officials and Administrators **FLSA:** Exempt(A)

JOB OBJECTIVE

Under the direct supervision of the Metro Safety Administrator, in the Human Resources Department, the Safety Specialist assists administering the Safety and Injury on Duty Program throughout the Metro Nashville Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Assist the Safety Administrator with Metro's Safety and Injury-on-Duty programs.

Ensures Metro-wide compliance with Civil Service Rules, Benefit Board Rules, Occupation Safety and Health Administration (OSHA) / Tennessee Occupational Safety and Health Administration (TOSHA), and other related federal and state statutes.

Assists in Overseeing vendors providing IOD services related to occupational medicine delivery, third-party claims administration, medical and vocational case management.

Consults with department safety coordinators in identifying potential hazards, provides assistance regarding additional safety preventive measures that would influence the cost of claim and prevention of future claims

Contributes to the development of policies and procedures relating to Safety and the IOD program.

Provide department safety coordinators with guidance on IOD claims including intake, set up, reporting to vendor, documentation, the direction of care, and return to work.

Participates in the development and oversight of a Metro-wide return to work program for IOD employees.

Acts as a liaison between Human Resources, injured employees, managers/supervisors, safety managers, third-party administrator, and the Civil Service Commission and Benefits Board.

Counsels' managers, supervisors, and line employees regarding IOD and Safety-related policies, procedures, rules, laws, and regulations.

Audits health and safety programs throughout Metro departments.

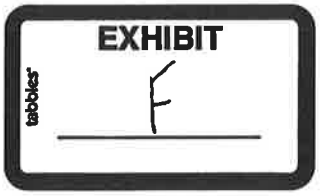
Supports vendors and departmental safety staff related to accident investigation, medical treatment, benefit delivery, and return-to-work.

Serves as a key contact for IOD inquiries

Assist department safety coordinators in handling more complex and involved claims with minimum supervision.

Maintain records of injuries provided by IOD Administration vendor

Provide Department safety coordinator with data via a shared drive
Assist department safety coordinators with the interpretation of IOD data



Assist department safety coordinators with identifying abatement response to cause of injuries.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employee receives general supervision and reports to the Metro Safety Administrator, who is consulted on unusual or complex matters.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Employee is on 24-hour call to address any emergency situations that may occur.

Work is performed primarily in an office setting under generally favorable working conditions. However, field work is required to conduct safety inspections.

Work is typically sedentary; Primarily in an office setting under generally favorable working conditions. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting, and training rooms, etc.

There may be some walking, standing, bending, carrying light items, when conducting safety inspections in the field.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and two (2) years of industrial/occupational safety experience.

More specific education, experience or certification may be listed in the position announcement.

PERFORMANCE STANDARDS

Extensive knowledge of the Occupational Safety and Health Administration regulations and Tennessee Occupational Safety and Health Administration regulations.
Extensive knowledge of departmental safety rules, procedures, and work practices.
Working knowledge of local fire and building codes.
Working knowledge of effective practices and techniques for eliminating accidents.
Ability to conduct safety inspections and investigate accidents.
Ability to write comprehensive narrative and statistical reports. Ability to plan, organize and conduct safety education and training programs.
Ability to keep accurate records.
Ability to discuss, explain and interpret safety laws.
Ability to ascertain facts through personal contact, observation and examination of records.
Ability to communicate effectively, both orally and in writing.
Ability to use sound judgment in decision making.
Ability to train and supervise employees.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License

Date Approved: **04/20/0222**
Date Effective: **07/01/2022**
Date Revised:

SHORT TERM RENTAL INSPECTION CHIEF

CLASS NUMBER: 11197 **GRADE:** OR05
EEO CATEGORY: Officials/Administrators **FLSA:** Exempt

JOB OBJECTIVE

Supervises and participates in field inspections and ensures compliance with and enforcement of the Metropolitan Short Term Rental Code. Supervises and coordinates activities of personnel responsible for inspecting existing dwellings and enforcing short term rental regulatory codes. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Supervises staff of the short-term rental division of Codes.
Assigns duties to employees.
Ensures employees work in a correct and efficient manner.
Evaluates employee performance.
Counsels with and corrects employees as needed.
Trains employees.
Plans and directs the work of the short-term rental staff.
Evaluates permit applications for compliance with the short-term rental ordinance
Oversees enforcement of the short term rental ordinance in environmental court.
Studies and reviews field work and makes recommendations for improvements.
Reviews and evaluates reports on permit applications and inspections.
Approves issuance of citations or warrants for failure to comply with code.
Advises short term rental team of interpretation and enforcement of short term rental code.
Investigates the more serious complaints and assists inspectors with complicated short term rental application and enforcement issues.
Performs administrative duties.
Recommends new and revised regulations to achieve conformity in code regulations.
Makes budget recommendations for personnel, materials, and equipment for the short-term rental division.
Establishes, implements, and modifies policies and procedures for the short-term rental division within established guidelines.
Answers complaints and questions regarding code requirements.
Attends various departmental and community meetings.
Communicates with the Metropolitan Council and other elected officials, other Metro departments (Fire Marshal, Planning), and the public regarding short term rental regulations and other issues related to their enforcement.

Provides staff assistance to and attends Short Term Rental Appeals Board meetings.

Works closely with the Zoning Administrator and Assistant Director over Property Standards on short term rental matters.

May appear in court to represent the department and/or to prosecute code violators.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

Supervises the short-term rental division.

Receives direction from and reports to the Zoning Administrator, who is kept informed of all inspection and enforcement activities and who assists with complex or non-routine situations.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting, and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying of light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university and 3 years' experience in short term rental, codes inspection, or related field.

OR

Associate's Degree from an accredited college or university and 5 years of experience in short term rental, codes inspection, or related field.

PERFORMANCE STANDARDS

Thorough knowledge of the Metro short term rental regulations and permit application requirements.
Knowledge of Civil Service and departmental policies and procedures.
Skill in problem solving and setting goals.
Ability to explain, interpret, and enforce codes, ordinances, and related laws.
Ability to supervise and coordinate the work of others.
Ability to plan and direct the work of employees.
Ability to coordinate and manage projects and programs.
Ability to perform inspections.
Ability to work with the public.
Ability to communicate effectively, both orally and in writing.
Ability to maintain accurate records and write detailed reports.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Date Approved: 04/20/2022
Date Effective: 07/01/2022
Date Revised:

SHORT TERM RENTAL INSPECTOR

CLASS NUMBER: 11198 **GRADE:** ST11
EEO CATEGORY: Officials/Administrators **FLSA:** Non-Exempt

JOB OBJECTIVE

Performs inspections to ensure compliance with and enforcement of the Metropolitan Short Term Rental Code in response to requests for service and other reports of violations. Assists the public with obtaining information pertaining to the short term rental ordinance. Performs related duties as required.

JOB DESCRIPTION

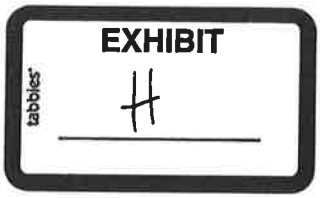
MAJOR JOB RESPONSIBILITIES

Participates in permit issuance and the appeal application process.
- Reviews property locations and applications for compliance with short term rental regulations.
- Analyzes and interprets changes in the short term rental ordinance.
- Certifies permit requirements and approval for permit issuance.

Prepares for, conducts, and follows up on inspections regarding the short term rental ordinance
- Performs analysis of online short term rental activity.
- Performs internet research to substantiate complaints of short term rental violations.
- Takes photographic evidence and documents violations in detail.
- Follows-up with re-inspections to verify compliance with regulations.
- Makes on-site inspections of dwellings and the surrounding premises.
- Determines measures necessary to comply with applicable ordinances.
- Inspects for short term rental activity occurring without a permit.
- Follows-up with re-inspections to verify compliance with regulations.

Takes corrective actions against code violators.
- Issues citations for failure to comply with the short term rental code.
- Makes court appearances to prosecute code violators.
- Orders removal of abandoned vehicles stored on property, including abandoned appliances, furniture, junk, trash and debris.
- Issues stop work orders, abate notices, and environmental court warrants for failure to comply with short term rental regulations.
- Ensures compliance with Metropolitan short term rental ordinance.

Performs administrative duties.
- Handles inquiries and resolves complaints and problems.
- Conducts research to determine property ownership.
- Maintains accurate records and files.
- Prepares daily field inspection reports.
- Uses a computer to input and retrieve information.
- Follows-up on phone calls pertaining to short term rental inquiries and complaints.
- Communicates with the public on issues related to short term rental codes.
- Attends various community/neighborhood meetings.
- Assists with the Short term Rental Appeals Board.



Stays current with short term regulations.
Attends various meetings.
May assist with the training and development of new inspectors.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

This is a non-supervisory classification. Employee reports to the Zoning Administrator who provides direction on routine matters, assists with complex or non-routine situations, and is kept informed of short term rental inspection and enforcement activities.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. The work area is adequately lighted, heated, and ventilated.

The employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and five (5) years of codes inspection, zoning code enforcement, land use development, or related experience.
OR
Associate's Degree in Engineering Technology or a related field and three (3) years of codes inspection, zoning code enforcement, land use development or related experience.

PERFORMANCE STANDARDS

Knowledge of the Metropolitan short term rental regulations.
Knowledge of short term rental permit application requirements.
Working knowledge of Civil Service and department rules, policies, and procedures.
Skill using a personal computer.
Ability to analyze and keep track of consistent changes to short term rental legislation.
Ability to analyze administrative problems and recommend improvements.
Ability to use independent judgement to apply policy to specific situations.
Ability to work with the public.
Ability to communicate effectively, both orally and in writing.
Ability to keep accurate records and write detailed reports.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Date Approved: 04/20/2022
Date Effective: 07/01/2022
Date Revised:

TREASURY ANALYST - SENIOR

CLASS NUMBER: 11201
EEO CATEGORY: Professionals
GRADE: OR06
FLSA: Exempt (P)

JOB OBJECTIVE

Performs the more complex professional and analytical work involved in the field of finance and administration. Participates in and oversees various aspects of the operations and performance involved in the Treasurer's office of the Metropolitan Government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs and oversees the more complex professional finance functions.
- May perform accounting, auditing, banking, cash positioning, analysis, compliance, budgeting, investing, payment processing, and other professional finance functions as assigned.

Assists in creation and maintenance of operational procedures for job functions.
Performs administrative duties.
- Researches, analyzes, interprets and verifies financial data.
- Updates, maintains, prepares, compiles and distributes financial reports.
- Maintains daily backup file of relevant operational data.
- Reviews statements for service and pricing accuracy and works with banks to make corrections as necessary.

Carries out special projects as needed.
May advise Finance Management about finance issues/concerns of Metropolitan Government.

SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Receives general supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.

Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in Finance, Economics, or a related field and considerable professional-level experience.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of governmental financial and administrative practices and procedures.
Knowledge of federal, state, and local laws, regulations, standards, and internal policies governing finance and administration.
General knowledge of accounting systems.
Working knowledge of Civil Service and departmental policies and procedures.
Ability to analyze information and draw accurate conclusions.
Ability to communicate effectively, both orally and in writing.
Ability to maintain accurate records and write detailed reports.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Date Approved: **04/20/2022**
Date Effective: **07/01/2022**
Date Revised:

TREASURY ANALYST

CLASS NUMBER : 11200
EEO CATEGORY : Professionals

GRADE: OR04
FLSA: Varies by Position

JOB OBJECTIVE

Performs entry-level to moderately complex professional and analytical work involved in the field of finance and administration. Participates in various aspects of operations and performance involved in the Treasurer's office of the Metropolitan government. Performs related duties as required.

JOB DESCRIPTION

MAJOR JOB RESPONSIBILITIES

Performs entry level to moderately complex professional finance functions.
- May perform cash positioning, investing, banking, budgeting, review, analysis, payment processing, and other professional finance functions as assigned.

Performs administrative duties.
- Prepares, compiles and distributes reports
- Serves as backup for submission of monthly sales and use tax payment
- Downloads and saves statements to shared drive
- Prepares official correspondence
- Maintains library of bond transcripts
- Reviews and submits invoices
- Updates and maintains program
- Prints and mails A/P and payroll checks.
- Orders office supplies.
- Retrieves and distributes mail.
- Processes payments and direct deposit files.
- Processes positive pay issue and void files, reviews and corrects exceptions.

Serves as backup to other Treasury Analysts
Carries out special projects as needed

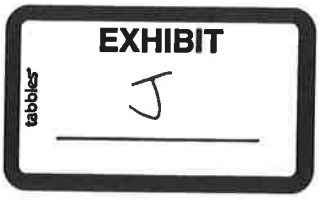
SUPERVISION EXERCISED/SUPERVISION RECEIVED

This is a non-supervisory classification.

Employee receives close supervision and reports to a designated supervisor, who makes staff assignments and provides assistance with complex or difficult problems.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, etc. Work area is adequately lighted, heated, and ventilated.



Employee works primarily in an office setting under generally favorable working conditions. Work is sedentary; however, there may be some walking, standing, bending, carrying light items, etc. No special physical demands are required to perform the work.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would prepare the incumbent to perform the duties of the position at the appropriate level. Employees would typically have a Bachelor's Degree in Finance, Economics or a related field.

More specific education, experience or certification requirements may be included in the position announcement as vacancies occur.

PERFORMANCE STANDARDS

Knowledge of governmental financial and administrative practices and procedures.
Knowledge of federal, state, and local laws, regulations, standards, and internal policies governing finance and administration.
Knowledge of Metro accounting system.
Ability to analyze information and draw accurate conclusions.
Ability to communicate effectively, both orally and in writing.
Ability to establish and maintain effective working relationships.

LICENSES REQUIRED

Valid Driver License may be required for some positions in this classification.

Date Approved: **04/20/2022**
Date Effective: **07/01/2022**
Date Revised: