

Job Title: Assistant Director of Plan Review

Work for Indiana

Grow your career with the State of Indiana! With more than 50 executive branch agencies, the State of Indiana is a diverse workforce offering employees stimulating and challenging projects across a broad scope of career opportunities. As a State of Indiana employee, you impact the well-being of Indiana's communities every day.

At the State of Indiana, we don't just talk about diversity and inclusion - Our goal is to create a welcoming, accessible, and equitable workplace, with a workforce that is representative of the State of Indiana population. As a proud equal opportunity employer, reasonable accommodations may be available to enable individuals with disabilities to complete the application and interview process, as well as perform the essential functions of a role.

Next Level benefits at the State of Indiana are here! Be sure to review our expanded benefit package offerings below.

About the Indiana Department of Homeland Security (IDHS):

The Indiana Department of Homeland Security (IDHS) leads Indiana's emergency planning and operations, first responder training, and fire and building safety. The agency hosts state-level training exercises each year and certifies thousands of first responders. IDHS also supports the state Emergency Operations Center (EOC), which leads response and coordination efforts for large-magnitude incidents.

IDHS is also designated as the State Administrative Agency for Federal Emergency Management Agency (FEMA) and U. S. Department of Homeland Security (DHS) grants within Indiana. These funds provide financial and technical assistance to local governments, non-profit organizations, individuals, and families to reduce the actual or potential risk of loss of life or property across Indiana.

Salary Statement:

The salary for this position traditionally starts at \$59,800.00 but may be commensurate with education or work experience.

A Day in the Life:

The essential functions of this role are as follows:

- Assist plan review staff in interpreting all applicable state adopted fire and building codes, including the General Administrative Rules.
- Develop and implement section policies, procedures, and guidelines.
- Resolve conflicts regarding code interpretations and/or application between staff and public.
- Assist and respond to staff and customers on electronic plan filing system with any issues with the system.
- Work with the communication's team to ensure that Plan Review web pages are current and user friendly.
- Review and approve construction design releases, correction requests, and reports.
- Review third party plan review activity.
- Prepare specialized and routine reports, correspondence, and recommendations for stakeholders.

- Conduct training and educational sessions on fire and building codes, rules, and regulations for local, state, and national organizations.
- Recruit, select, onboard, and train employees to ensure role responsibilities and expectations are clearly understood while providing opportunities to continue professional development.
- Set expectations, measure progress, provide ongoing feedback, and evaluate the performance of employees. Ensure work adheres to quality standards, deadlines, and proper procedures.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

What You'll Need for Success:

You must meet the following requirement to be considered for employment:

- Must have a High School Diploma or High School Equivalent (HSE).
- Must have practical experience in building design, design review, construction inspection or comparable work experience which may substitute for degree.
- A minimum of two (2) years of managerial experience.
- A valid Certified Plan Reviewer (CPE) or equivalent license such as a Commercial Building Inspector licenses.
- Mastery knowledge of all state adopted building codes and the General Administrative Rules.
- Must have knowledge of plan review divisional and state policies and procedures.
- Ability to communicate effectively and tactfully, both orally and in writing.
- Must be familiar with the Indiana Government Management System (IGMS).
- Ability to delegate work, set clear direction, and manage workflow.
- Ability to effectively give feedback, provide guidance or corrective action, coach, and develop employee skillsets.

Supervisory Responsibilities/Direct Reports:

Benefits of Employment with the State of Indiana:

The State of Indiana offers a comprehensive benefit package for full-time employees which includes:

- Three (3) medical plan options (including RX coverage) as well as vision and dental plans
- Wellness Rewards Program: Complete wellness activities to earn gift card rewards
- Health savings account, which includes bi-weekly state contribution
- Flexible work scheduling options, including the potential for hybrid remote work for employees whose work may be performed outside state facilities
- Deferred compensation 457B account (similar to 401k plan) with employer match
- Two (2) fully-funded pension plan options
- A robust, comprehensive program of leave policies covering a variety of employee needs, including but not limited to:
 - 150 hours of paid new parent leave
 - Up to 15 hours of paid community service leave
- Combined 180 hours of paid vacation, personal, and sick leave time off
- 12 paid holidays, 14 on election years
- Education Reimbursement Program
- Group life insurance

- Referral Bonus program
- Employee assistance program that allows for covered behavioral health visits
- Qualified employer for the Public Service Loan Forgiveness Program
- Free Parking for most positions
- Free LinkedIn Learning access

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer and is committed to recruit, select, develop, and promote employees based on individual ability and job performance. Our policy is to provide equal employment opportunity to all people in all aspects of employer-employee relations without discrimination because of race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, or veteran status. We will comply with the spirit as well as the letter of all applicable state and federal laws.

If you are a qualified individual with a disability and require reasonable accommodation in completing this application, you can request assistance by contacting the Indiana State Personnel Department at jobs@spd.IN.gov.

The State of Indiana has established a culture that welcomes equity, inclusion, and opportunity for all employees and applicants. We encourage you to apply if you feel you have the transferrable skills to be successful in this position and we look forward to reviewing your application.

Asst. Director of Plan Reviewer:

“Please utilize this link below to apply to the Assistant Director of Plan Reviewer position with the Department of Homeland Security. Additionally, if you have any questions pertaining to creating an account on the WorkforIndiana website or how to apply, please reference this link that will provide a step-by-step walkthrough along with various FAQ’s.

Application Link: <https://workforindiana.in.gov/job-invite/437065/>

WorkForIndiana FAQ’s: https://workforindiana.in.gov/content/Frequently-Asked-Questions/?locale=en_US “