

## **EMPLOYMENT AGREEMENT**

**THIS AGREEMENT**, made and entered into this 22nd day of April, 2024, by and between the City of Orlando, a Florida municipal corporation, hereinafter referred to as “the City,” and Vanessa Rivera, hereinafter referred to as “Contractor,”

### **W I T N E S S E T H:**

**WHEREAS**, the City is desirous of retaining the services of a Permit Technician I-C, the position being on a full time basis for a definite length of time with duties, responsibilities and qualifications as defined in “Exhibit A,” attached; and

**WHEREAS**, Contractor wishes to obtain employment with the City to perform the duties and responsibilities of a Permit Technician I-C, for a definite length of time by contract;

**NOW, THEREFORE**, in consideration of these premises and of good and sufficient consideration, the parties do hereby covenant and agree to the following:

1. The City hereby agrees to employ Contractor and Contractor agrees to be employed by the City as a Permit Technician I-C to perform the duties and responsibilities as set forth in “Exhibit A,” attached hereto and expressly incorporated herein, for a period of one (1) year, such period of employment to commence on or about the 29th day of April, 2024, and terminate on the 28th day of April, 2025; however, this Agreement may be terminated earlier, as provided below.

2. The parties agree that the duties of the Contractor may be changed from time to time by the mutual consent of the City and the Contractor. Notwithstanding any change, the employment of the Contractor shall be construed as continuing under this Agreement as modified.

3. In consideration for the services provided by the Contractor, the Contractor shall be paid by the City at the rate of \$17.66 per hour, to be computed and paid on a bi-weekly basis. This sum may be increased during the term of this Agreement as provided for in City policy. The agreed compensation is for a basic work week of forty (40) hours. If the Contractor is required by the City to work for more than forty (40) hours in any week (0001 a.m. Sunday through midnight Saturday), Contractor shall be compensated at the appropriate overtime rate in accordance with existing City policy and as required by the Fair Labor Standards Act.

4. The Contractor agrees to devote Contractor’s entire productive time, ability, and attention to the business of the City during the term of this Agreement. The Contractor shall not directly or indirectly render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, without the prior written consent of the City.

5. The Contractor shall be entitled to all City benefits otherwise provided to non-exempt/technical/clerical level employees as outlined in City Policy and Procedure 808.9.

6. The Contractor agrees to abide by and comply with all state and federal statutes, City ordinances and rules, regulations, policies, and procedures of the City during the term of employment. This Agreement is contingent upon and shall not take effect unless and until the Contractor successfully completes all hiring requirements, including required licenses, certifications, and clearance processes. This Agreement is further contingent upon the Contractor’s ability to obtain and maintain all required clearances, the ability to perform all essential job functions, and the ability to meet all site-specific requirements.

7. If Contractor breaches any of the terms of this Agreement or fails to fully perform the duties and responsibilities, Contractor may be subject to immediate disciplinary action by the City up to and

including termination of employment. Such discipline shall be in addition to, and shall not prejudice, any other remedy to which the City may be entitled either at law, in equity, or under this Agreement.

8. In addition to the provisions for termination as set forth in paragraph 7 of this Agreement, this Agreement may be terminated by either party upon thirty (30) days written notice.

9. In the event of the termination of this Agreement prior to the completion of the term of employment specified in Paragraph One (1), the Contractor shall be entitled to the compensation earned through to the time of termination, computed pro rata. Contractor shall be entitled to no further compensation as of the date of termination.

10. This Agreement contains all terms and conditions agreed upon by the parties. No other agreement, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind either of the parties hereto.

11. The validity, interpretation, construction and effect of this Agreement shall be in accordance with and governed by the laws of the State of Florida, only. Should any litigation occur as a result of or in conjunction with this Agreement, any such disputes shall be litigated in Orange County, Florida. In the event any provision hereof is determined to be unenforceable or invalid, such unenforceability or invalidity shall not affect the remaining provisions of this Agreement, which shall remain in full force and effect. To that extent, this Agreement is deemed severable.

**IN WITNESS WHEREOF**, the undersigned have executed this Agreement the day and year first above written.

**CITY OF ORLANDO:**

\_\_\_\_\_  
Mayor/Pro Tem

ATTEST:

\_\_\_\_\_  
Stephanie Herdocia, City Clerk

APPROVED AS TO FORM AND LEGALITY  
For the use and reliance of the City of Orlando,  
Florida, only

\_\_\_\_\_, 2024

\_\_\_\_\_  
Assistant City Attorney  
Orlando, Florida

**WITNESSES:**

**CONTRACTOR:**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Vanessa Rivera

\_\_\_\_\_  
Print Name: \_\_\_\_\_

## Overview

### Overview

Inactive	No
View As Of	03/25/2024
Date of Last Change	03/13/2024 03:15:00.423 PM
Job Profile Name	Permit Technician I - C
Job Code	XTGC2
Include Job Code in Name	No
Job Profile Summary	<p>Under the direction of the Customer Service Supervisor, performs responsible work involving the processing and issuance of permits and/or review and issuance of Business Tax Receipts within the Permitting Services Division. Utilizes customer service skills, exercises discretion, and incorporates tact and diplomacy to explain basic code requirements and office policies in person, over the phone, and electronically.</p> <p>Minimum Qualifications:</p> <p>High School Diploma/G.E.D. Certificate and six (6) months of customer service experience involving public contact, preferably in zoning, building, engineering, fire protection, planning, business tax receipts, or related areas; or an equivalent combination of education, training, and experience. Must type 25 CWPM, effectively communicate both verbally and in written form, and possess basic computer skills.</p> <p>Additional Qualifications for Promotion (Permit Technician I to II):</p> <p>One (1) year of experience as a Permit Technician I. Proficiency in a number of permit processing functions. Processes permit applications with minimal errors and fully understands the permitting software systems (Infor and ProjectDox). Can thoroughly identify problems that arise in the permitting process. Good attendance record, positive attitude, and accountability of work product will be taken into consideration. Promotions are not to be considered an automatic function of longevity and are subject to the review and authorization of the Supervisor. Last performance evaluation must have resulted in overall meets standards rating or better without any goal rating of less than meets standards.</p> <p>BUSINESS TAX RECEIPT: One (1) year of experience as a Permit Technician I. Familiarity with City of Orlando code and related Florida State statutes and regulations and proficiency in processing all Business Tax Receipt license types. Processing business tax applications with minimal errors and fully understands the permitting software systems (Infor and OpenCounter). Can thoroughly identify problems that arise in the business tax process. Good attendance record, positive attitude, and accountability of work product will be taken into consideration. Last performance evaluation must have resulted in overall meets standards rating or better without any goal rating of less than meets standards.</p>
Job Description	
Job Title Default	Permit Technician I - C
Restrict to Country	
Management Level	8 Individual Contributor
Job Family	Non_Bargaining
Job Category	
Job Classifications	6SX - Clerical/Admin Supt:Contract (EEO-4:Job Categories-United States of America) Shift Eligible - Employee is Shift Eligible (Shift Eligible-United States of America)
Work Shift Required	No

Public JobYes

Characteristics

Difficulty to Fill

Critical JobNo

Compensation

Compensation GradeC20

Compensation Grade Profile

Impacted Eligibility Rules

Business Process History

Business Process History				
Business Process	Effective Date	Initiated On	Completed On	Status
Edit Job Profile: Permit Technician I - C	03/13/2024	03/13/2024 03:15:00 PM	03/13/2024 03:15:00 PM	Successfully Completed

Qualifications

Certifications

Certification				
Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)

Competencies

Competencies		
Required	Competency	Target Rating

Competencies from Other Sources

Required	Competency	Target Rating	Source	Source Type

Education

Education		
Required	Degree	Field of Study

Languages

Languages

Required	Responsibility
	<p>KNOWLEDGE, SKILLS AND ABILITIES:</p> <p>Knowledge of modern office practices and procedures, business English, and spelling.</p> <p>Some knowledge of the layout of the City and its geography.</p> <p>Knowledge of modern office equipment and of filing systems and procedures.</p> <p>Skill in the use of a PC terminal, typewriter and other equipment utilized in a modern office environment.</p> <p>Ability to staff customer counter which would involve standing or sitting for extended periods of time.</p> <p>Ability to perform basic mathematical calculations with accuracy.</p> <p>Ability to establish and maintain effective working relationships with employees, businesses, other agencies and the public as necessitated by the work.</p> <p>Ability to prepare clear and concise reports using a variety of source materials and to maintain records of activities.</p> <p>Ability to understand and follow moderately complex oral and written instructions.</p> <p>Ability to communicate clearly and concisely, orally and in writing. Knowledge of modern office practices and procedures, business English, and spelling.</p> <p>Some knowledge of the layout of the City and its geography.</p> <p>Knowledge of modern office equipment and of filing systems and procedures.</p> <p>Skill in the use of a PC terminal, typewriter and other equipment utilized in a modern office environment.</p> <p>Ability to staff customer counter which would involve standing or sitting for extended periods of time.</p> <p>Ability to perform basic mathematical calculations with accuracy.</p> <p>Ability to establish and maintain effective working relationships with employees, businesses, other agencies and the public as necessitated by the work.</p>

Required	Responsibility
	<p>Ability to prepare clear and concise reports using a variety of source materials and to maintain records of activities.</p> <p>Ability to understand and follow moderately complex oral and written instructions.</p> <p>Ability to communicate clearly and concisely, orally and in writing.</p>

Required	Responsibility
	<p>EXAMPLES OF WORK PERFORMED:</p> <p>Note: The listed duties are only illustrative and are not intended to describe every function that may be performed by this job class. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are a logical assignment to the position.</p> <p>Receives plans and applications for land use, building, engineering and trade permits, occupational licenses, etc.; explains permit processing requirements, fees, etc., to contractors and/or homeowners, verifies contractor's license, appropriate forms and distributes plans and forms to appropriate offices; notifies contractor/homeowner when permit is approved; issues permits in accordance with established guidelines.</p> <p>Determines, calculates, accepts fees, write receipts for permits, copies, publications and other related fees, using established fee schedules as guide. Compares and totals funds received to receipts to ensure funds balance; completes daily cash reports.</p> <p>Answers complaints regarding incorrect code charges and recommends necessary adjustments; processes and monitors inspection activities; notifies customers regarding delinquent license taxes, building code violations, permitting problems and other violations.</p> <p>Acts as a liaison between various City departments, the business community and property owners with respect to providing code information; reviews records and various files to maintain the accuracy of all applicable records and prepares corrections as required. Uses two way radio communication to contact inspectors.</p> <p>Explains departmental policy and pertinent rules and regulations to the public by personal contact and answers telephone, answers other inquiries and provides routine information. May also transfer or refer calls based on knowledge of City operations.</p> <p>Utilizes a computerized data system for the call-up or updating of records in the handling of service activities for the public and supervisors.</p> <p>Performs related work as assigned.Receives plans and applications for land use, building, engineering and trade permits, occupational licenses, etc.; explains permit processing requirements, fees, etc., to contractors and/or homeowners, verifies contractor's license, appropriate forms and distributes plans and forms to appropriate offices; notifies contractor/homeowner when permit is approved; issues permits in accordance with established guidelines.</p> <p>Determines, calculates, accepts fees, write receipts for permits, copies, publications and other related fees, using established fee schedules as guide. Compares and totals funds received to receipts to ensure funds balance; completes daily cash reports.</p> <p>Answers complaints regarding incorrect code charges and recommends necessary adjustments; processes and monitors inspection activities; notifies customers regarding delinquent license taxes, building code violations, permitting problems and other violations.</p>

Required	Responsibility
	<p>Acts as a liaison between various City departments, the business community and property owners with respect to providing code information; reviews records and various files to maintain the accuracy of all applicable records and prepares corrections as required. Uses two way radio communication to contact inspectors.</p> <p>Explains departmental policy and pertinent rules and regulations to the public by personal contact and answers telephone, answers other inquiries and provides routine information. May also transfer or refer calls based on knowledge of City operations.</p> <p>Utilizes a computerized data system for the call-up or updating of records in the handling of service activities for the public and supervisors.</p> <p>Performs related work as assigned.</p>