

License/Certification Status

City employees often hold and maintain licenses or certifications that qualify them for specialized jobs or tasks. Some City jobs require that employees maintain current licensure or certification requirements to hold the job. These requirements are determined by Employee Classifications in Human Resources but it is the responsibility of the employee and their supervisor to ensure that they adhere to the job requirements.

This report provides a means for supervisors and manager to effectively and efficiently monitor their staff's compliance to the license/certification requirements for each job.

Potential Uses

Potential uses for this report include but are not limited to:

- Monitor employee compliance to job requirements for licenses and certifications
- View licenses or certifications that employees have within your department
- Identify potential candidates with specialized (licensed) skills that may be qualified for special projects or tasks
- Identify employees with specialized (licensed) skills that can aide in a local or national emergency.

About the Information

This report will only impact those employees that hold a City job that has specific license or certification requirements for that job. Optionally, the supervisor or manager can "Show All" which will list all employees within the department that have license/certification information on record in HRIS.