

APPLICATION FOR CAREER PROGRESSION PROMOTION DOCUMENTATION OF MINIMUM REQUIREMENTS

Instructions To HRMS: This form will be used to certify minimum qualification (MQ's) when employees are promoting to a non-supervisory career progression position (as designated in OP-110235) and all qualifying experience has occurred at a lower level in the same job family while employed by DOC. Employees are not eligible for promotion while on probationary status. **Please do not attach a 4-B to this form.**

Employee Name: _____ Facility/District/Unit: _____
Employee ID #: _____ Current Position: _____

The above referenced employee is requesting certification of minimum qualifications for the following career progression: (for the job family title which applies and complete the blanks)

- Correctional Security Officer III/requires 18 months at Level I and II
Date of Appointment to CSO I: _____ Date of Appointment to CSO II: _____
Total # of months as CSO I and II: _____

- Probation and Parole Officer II/requires two years at Level I or one year and master's degree in psychology, sociology, social work, criminology, education, criminal justice administration, penology, or police science
Date of Appointment to PPO I: _____ Total # of months as PPO I: _____
Master's degree Yes (**Attach transcript**) or No

- Probation and Parole Officer III/requires two years at Level II
Date of Appointment to PPO II: _____ Total # of months as PPOII: _____

- Correctional Case Manager II/requires two years at Level I or one year and a master's degree
Date of Appointment to CCM I: _____ Total # of months as CCM I: _____
Master's degree Yes (**Attach transcript**) or No

- Correctional Case Manager III/ requires one year at Level II
Date of Appointment to CCM II: _____ Total # of months as CCM II: _____

- Correctional Training Officer II/requires one year of experience at Level I or a master's degree in adult education or human resources development
Date of Appointment to CTO I: _____ Total # of months as CTO I: _____
Masters degree Yes (**Attach transcript**) or No

- Accountant II/requires one year of experience at Level I
Date of Appointment to Accountant I: _____ Total # of months as Accountant I: _____

- Accountant III/requires two years of experience at Level II
Date of Appointment to Accountant II: _____ Total # of months as Accountant II: _____

- Accounting Technician II/requires one year of experience at Level I or an equivalent combination of education and experience (12 semester hours of accounting may be substituted for one year of experience)
Date of Appointment to Acct. Tech. I: _____ Total # of months as Acct. Tech. I: _____
of semester hours in accounting: _____ (**Attach transcript**)
- Dental Care Assistant II/requires two years of experience at Level I
Date of Appointment to Dental Care Assistant I: _____
Total # of months as Dental Care Assistant I: _____
- Licensed Practical Nurse II/requires one year of experience at Level I
Date of Appointment to LPN I: _____ Total # of months as LPN I: _____
- Registered Nurse II/requires one year of experience at Level I
Date of Appointment to RN I: _____ Total # of months as RN I: _____
- Registered Nurse III/requires one year of experience at Level II
Date of Appointment to RN II: _____ Total # of months as RN II: _____
- Human Resources Management Specialist II/requires one year of experience at Level I
Date of Appointment to HRMS I: _____ Total # of months as HRMS I: _____
- Human Resources Management Specialist III/requires one year of experience at Level II
(this career progression applies only to those positions within the department's central Human Resources Unit or at facilities/units with a single HRMS position)
Date of Appointment to HRMS II: _____ Total # of months as HRMS II: _____
- Contracting and Acquisitions Agent II /requires one year of experience at Level I
Date of Appointment to Contracting and Acquisitions Agent I: _____
Total # of months as Contracting and Acquisitions Agent I: _____
- Contracting and Acquisitions Agent III/requires one year of experience at Level II
Date of Appointment to Contracting and Acquisitions Agent II: _____
Total # of months as Contracting and Acquisitions Agent II: _____
- Psychological Clinician II/requires one year of experience at Level I
Date of Appointment to Psychological Clinician I: _____
Total # of months as Psychological Clinician I: _____
- Alcohol and Drug Counselor II/requires one year of experience at Level I
Date of Appointment to Alcohol and Drug Counselor I: _____
Total # of months as Alcohol and Drug Counselor I: _____
- Patient Care Assistant II/requires one year of experience at Level I
Date of Appointment to Patient Care Assistant I: _____
Total # of months as Patient Care Assistant I: _____

- Fugitive Apprehension Agent II/requires two years of experience at Level I
Date of Appointment to Fugitive Apprehension Agent I: _____
Total # of months as Fugitive Apprehension Agent I: _____

- Fugitive Apprehension Agent III/requires two years of experience at Level II
Date of Appointment to Fugitive Apprehension Agent II: _____
Total # of months as Fugitive Apprehension Agent II: _____

- Food Service Specialist III/requires one year of experience at Level II
Date of Appointment to Food Service Specialist II: _____
Total # of months as Food Service Specialist II: _____

- Food Service Specialist IV/requires one year of experience at Level III
Date of Appointment to Food Service Specialist III: _____
Total # of months as Food Service Specialist III: _____

Please provide the following information:

1. Yes No Applicant has successfully completed probation and any training requirements for his/her current job family level.

2. Yes No Applicant's most recent PMP had a rating of "meets standards" or "exceed standards." The "end date" on the PMP is _____.

3. Yes No Applicant has been subject to formal discipline.
If yes, the date of issuance of the most recent formal discipline for applicant is _____.

HRMS/Representative: _____ Date: _____
(signature)

Facility/District/Unit: _____

For central Human Resources Unit:

Yes No Applicant meets MQs and procedural requirements for career progression

If Yes: Effective date: _____

If No: Reasons: _____

Requirements to be met prior to resubmission: _____

Signature: _____ Date: _____