

# ☐ **GRAPHICS SPECIALIST** **REQUEST FOR PROGRESSION**

*◆NOTE: This request is to be used as a cover sheet/checklist for the progression packet after all requirements are met.*

## GENERAL INFORMATION:

Employee's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employee's date of hire with the City of Tulsa: \_\_\_\_\_ Employee tenure in current position: \_\_\_\_\_ months **OR** \_\_\_\_\_ years

Supervisor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_ Length of time that you have supervised the employee: \_\_\_\_\_

Current Classification: (Please ✓ appropriate response)

- Graphics Assistant - (OT-17)       Graphics Specialist- (AT-23)       Sr Graphics Specialist (AT-28)

NOTE: The following must be completed by attendance keeper.

Sick leave within the last 12 months: Usage \_\_\_\_\_ hours      Accrual \_\_\_\_\_ hours      LWOP \_\_\_\_\_ hours

Signature of person verifying attendance: \_\_\_\_\_ Phone # \_\_\_\_\_ Date: \_\_\_\_\_

**REQUEST:**      **I would like to be reviewed for a progression to the following classification level:**

- Proficiency Increase - (OT-17)       Graphics Specialist - (AT-23)       Sr Graphics Specialist - (AT-28)       Graphics Analyst (AT-32)

## PROGRESSION CHECKLIST OF SUBMITTED DOCUMENTATION:

- Education (Official stamped copy of transcript(s))
- Coursework (Transcript(s))
- Internal Training Certificate(s) or some proof of attendance
- Task Proficiency Inventory
- Copy of most current Performance Planning Review Record

*I have attached all the required documentation as stated in the Graphics Specialist Progression & Productivity Program Criterion Document used to evaluate my request for progression. I am performing the appropriate duties and responsibilities at a competent level and completed the appropriate coursework.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_