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AM-235-1-1

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Promoting an Employee

RESPONSIBILITY

ACTION

Agency

1. Complete an EMPLOYEE ACTION REQUEST (28-1608-502) AM-231-1-1.
2. Retain “Agency Initial Copy”, and submit request with carbons to:

Bureau of the Budget
And Management Research
Room 469, City Hall

Attach a copy of appropriate CUT-OFF TICKET or CHANGE NOTICE as proof that vacancy exists.
3. If personnel actions are not governed by Civil Service:
 - Check employee’s residency status. If the employee selected for promotion is not a City resident, approval must be obtained from the Mayor by submitting a NON- CITY RESIDENT APPROVAL REQUEST (28-1258-5036) {AM-231-1-2}.
 - Complete a CHANGE NOTICE (28-1428-5108) {AM-205-4-5}.
 - Separate all copies of the CHANGE NOTICE. Attach the following documents to the “Payroll Copy” of the CHANGE NOTICE:
 - “Payroll Copy” of EMPLOYEE ACTION REQUEST.

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“CSC/Payroll Copy” of NON-CITY RESIDENTIAL APPROVAL REQUEST if applicable.

- Distribute the CHANGE NOTICE with attachments.
- All required documents must be distributed within 30 calendar days from the date that BBMR approved the agency’s request; if this time limit is not met, the agency’s approval to promote is invalidated.

- File “Agency Final Copy” of EMPLOYEE ACTION REQUEST. Destroy “CSC Copy” and “Agency Intermediate Copy”.

PROCEDURE ENDS HERE.

- If personnel actions are governed by Civil Service Commission.

Civil Service Commission

4. Upon receipt of documents from the Agency:
 - Determine proper class of position to be filled by promotion.
 - If new position created in Budget, analyze duties and responsibilities to ensure that class included in budget is correct.

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- If a new position created through direct request to Board of Estimates, check EMPLOYEE ACTION REQUEST WITH THE PERSONNEL ACTION REQUEST (29-1418-5014) {AM-230-1-1} which created that position to ensure that correct class is cited.
 - If existing position, analyze duties and responsibilities to ensure that the class has not changed since previous classification
5. If an employment list exists for the requested class, forward the following documents to the agency:
- “Agency Final Copy” of EMPLOYEE ACTION REQUEST. Destroy “Agency Intermediate Copy” and retain “CSC Copy” and “Payroll Copy” for future processing.
 - CERTIFICATION TO APPOINTING OFFICER - Employment List (Civil Service Reference Number).
 - REPORT OF CERTIFICATION (Civil Service Reference Number).
 - If no employment list exists, schedule examination. Forward “Agency Final Copy” of EMPLOYEE ACTION REQUEST to Agency. Destroy “Agency Intermediate Copy” and “Civil Service Copy” for future processing. After testing applicants, forward the following documents to the agency:

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- CERTIFICATION TO APPOINTING OFFICER - Employment List (Civil Service Reference Number).
 - REPORT OF CERTIFICATION (Civil Service Reference Number)
6. Make selection from employment list with 30 calendar days from the date that the employment list was furnished by Civil Service. If selection is not made within this time period, the agency's approval to promote is invalidated.
- If an agency finds it necessary to promote non-City resident, approval must be obtained from the Mayor by submitting a NON-CITY RESIDENT APPROVAL REQUEST (28-1258-5036) {AM-232-1-2}.
7. Complete the following:
- REPORT OF CERTIFICATION showing actions taken on each candidate.
 - CHANGE NOTICE (28-1658-5143) {AM-205-4-5}. Remove and retain "RECORD COPY" for files; leave carbons intact.
 - Attach the following documents to CHANGE NOTICE: REPORT OF CERTIFICATION. "CSC/Payroll Copy" of NON-CITY RESIDENT APPROVAL REQUEST if applicable.
 - Forward CHANGE NOTICE and Attachments to Civil Service at least 5 work days prior to end of patrol period.

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Civil Service Commission

8. File CERTIFICATION TO APPOINTING OFFICER and “Agency Final Copy” of EMPLOYEE ACTION REQUEST and NON-CITY RESIDENT APPROVAL REQUEST if applicable.
9. Separate all copies of the CHANGE NOTICE. Attach the following documents to the “Payroll Copy” of the CHANGE NOTICE:
 - “Payroll Copy” of EMPLOYEE ACTION REQUEST.
 - “CSC/PAYROLL Copy” of NON-CITY RESIDENT APPROVAL REQUEST. if applicable.
10. Distribute the CHANGE NOTICE copies with attachments.
11. Retain “CSC Copy” of EMPLOYEE ACTION REQUEST for files.