

<i>ALTERNATELY STAFFED POSITIONS – PROMOTIONS WITHIN THE SERIES</i>	PROCEDURE	
	Document Number:	AS-HR-PR-3601
	Version Number:	01

1.0 Purpose:

To provide guidance regarding the requirements for the promotion of an employee assigned to an alternately staffed position.

2.0 Scope:

This procedure applies to all alternately staffed positions.

3.0 Responsibilities:

- 3.1 Departments are responsible for determining levels of work and discussing the work to be performed with the Human Resources Department- Classification and Compensation (Classification and Compensation) so that Classification and Compensation can determine the appropriate staffing level for alternately staffed positions.
- 3.2 The Human Resources Department- Recruitment and Selection (Recruitment) is responsible for reviewing and approving all requests for the promotion of an employee in an alternately staffed position.
- 3.3 Recruitment is responsible for administering and scoring the examinations that are required for the promotion of an employee assigned to an alternately staffed position.
- 3.4 Supervisors and managers are responsible for evaluating employees assigned to alternately staffed positions to determine when the employee has demonstrated that they are prepared to assume responsibility for higher level duties.
- 3.5 Employees are responsible for completing and submitting a VTA Employment Application and taking all required examinations.

4.0 Procedure:

- 4.1 Alternately staffed positions are positions that are part of a class series (e.g. Transportation Planner I, II, III). The position may be budgeted at any of these levels, depending on the work to be assigned to the position. The incumbent may be hired at any level in the series for which they meet the qualifications, provided it does not exceed the level to which the position is budgeted. If the incumbent is hired at a level lower than the position is budgeted, the incumbent may promote up the series to the highest level to which the position is budgeted, as they gain experience and take on more responsibility. Promotions cannot be made above the level at which the position is budgeted.
- 4.2 The supervisor or manager shall obtain approval from the Chief Officer to initiate a request for promotion of an employee assigned in an alternately staffed position.
- 4.3 If the Chief Officer approves the request, the supervisor/manager of the affected employee shall request that the employee submit a completed VTA Employment

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Application to Recruitment for a determination whether the employee meets the minimum qualifications for the next higher-level classification.

- 4.4 If the employee meets the minimum qualifications, Recruitment shall arrange for the employee to take any required examinations. If the employee does not meet the minimum qualifications, Recruitment shall so advise the supervisor, who shall advise the employee.
- 4.5 If the employee passes all portions of the examination process, Recruitment shall provide Promotional Rating Forms to the supervisor or manager of the employee. If the employee does not pass all portions of the examination process, Recruitment shall so advise the supervisor and the employee.
- 4.6 The completed Promotional Rating Form and an Appointment Form shall be forwarded to Recruitment for processing.
- 4.7 Recruitment shall review the forms for completeness and accuracy and forward the request for approval. The recommended effective date shall be indicated on the Appointment Form. The request shall require the approval of the Human Resources Manager.
- 4.8 Recruitment shall advise the supervisor of the effective date of the promotion, prepare a promotional offer letter to the employee, and forward the request to Personnel Services for processing the promotion.

5.0 Definitions:

ALTERNATE STAFFING: Some classifications have a series of two or more classifications (e.g. Transportation Planner I, II, III) that are part of a career ladder. The highest level to which an alternately staffed position can be allocated is the journey level. The department has the discretion to fill a vacancy at any of the levels for which the position is budgeted, depending on the nature of the work which will be assigned to the incumbent and the qualifications of the incumbent. The incumbent may be moved to a higher level in the series as they gain more experience and assume higher level work.

6.0 Records:

- 6.1 The Promotional Rating Form shall be kept in the examination file in Recruitment.
- 6.2 The approved Employment Application, Appointment Form, and Offer Letter shall be maintained in the employee's personnel file.

7.0 Appendices:

Promotional Rating Instructions and Forms are available on SOS.

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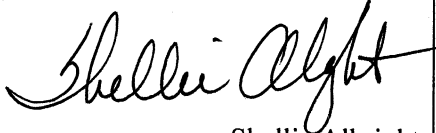
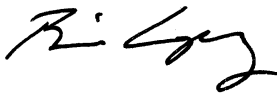

8.0 Training Requirements:

Recruitment staff shall provide training to supervisors and managers as needed. Recruitment will provide instruction/training for proper completion of the forms, including identifying job related skills, competencies, and accomplishments.

9.0 Summary of Changes:

This is a new Procedure. It reflects the current practice, which requires that supervisors and managers complete a narrative evaluation of the employee addressing how the employee has demonstrated the critical competencies required for proficient performance of the duties and responsibilities of the higher-level position.

10.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
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