

Accretion of Duties Promotion Certification

Employee Name	PD No.
Current title/series/grade	Proposed title/series/grade

PURPOSE: The purpose of this form is to document changes in a position to support a noncompetitive promotion request.

GUIDANCE:

Part I. In order to recommend and certify an employee for a noncompetitive promotion, please describe how the position has changed over time in the box below.

What additional duties and responsibilities have been assigned?

Where did the work come from? Who previously performed the work?

Why was the work moved to this position?

How long has the employee performed these additional duties?

What work, if any, has been removed from the employee's current position description?

If these or similar duties are currently being performed by others in the organization, please provide their names.

Accretion of Duties Promotion Certification (contd.)

Part 2. Please certify that the following conditions are met for the noncompetitive promotion for the employee named above:

1. The employee continues to perform the same basic functions of the position to which originally assigned.
2. The major duties of the former position are absorbed into the new position (i.e., the new position is a clear successor to the previous position).
3. The new duties could not reasonably be assigned to any other position within the organization.
4. The new position has no further promotion potential.
5. No other positions within the organizational unit -- whether encumbered or vacant -- are adversely affected by the action. (For example, the "new" duties were not removed from another position in the organization which could adversely impact on that position's grade level as a result.)
6. Time-in-grade requirements have been met.
7. The new position is not a reclassification from nonsupervisory to a team leader or supervisory position.
8. The new position is not a reclassification of the position from a one-grade interval to a two - grade interval series.

Part 3: I certify that the above conditions are met.

Supervisor's Signature

Supervisor's Printed Name

Date

Part 4: I certify that the employee and position meet all the requirements for a noncompetitive promotion.

HR Specialist, HRD

Date