

Reclassification Grievance Package

Please include the following information in your exhibit binder for the Step 2 hearing.

1. Copy of signed, date stamped, grievance
2. Copy of Date stamped Duties Questionnaire signed by both immediate supervisor and Agency Head (usually HR).
3. Copy of current job title.
4. Copy of desired job title
5. Most recent PDL-1 and/or resume
6. Copy of prior two years' service rating.
7. Copy of any correspondence from DAS confirming a passing grade on any relevant state exam.
8. Current official agency organizational chart(s) showing where your current and desired positions fall in your agency's overall structure; include any additional organizational charts that would demonstrate the overall structure of your agency, division, bureau, etc.
9. Copy of presentation for DAS Hearing Officer. Cross tabulate your supporting documentation in presentation.
10. Copy of Side-by-Side chart that compares the two job titles.
11. Any emails/letters/memos or other such correspondence relating to any attempts by your supervisor or agency to get you promoted
12. Supporting work materials illustrating your current job duties, cross indexed to written job description of position sought (white-out any client name/identifying information).
Concentrate on exhibits that demonstrate your performance of higher level duties that correspond to the job description of the position desired. Put most illustrative/important documents first. Try to use exhibits that are short and easy to understand.
13. List of duties to be removed.

The above materials should be placed in a loose-leaf binder with an index in the front and tab dividers as appropriate. All exhibits should be numbered. If an exhibit has more than ten pages, the pages within each exhibit should be numbered too.

In your presentation, you need to lead the DAS Hearing Officer to the conclusion you are working out of class. To do this, explain how your job is not at your current job title. What is different? Refer to the Side-by-Side chart. Use layman terms. Remember that the Hearing Officer doesn't do your job so you need to explain it in language that he/she will understand.