

**WATER LABORATORY TECHNICIAN/WATER LABORATORY ANALYST  
REQUEST FOR PROGRESSION**

- ❖ NOTE: This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met.  
➤ Please retain a copy for your records.

**GENERAL INFORMATION: (Please Print)**

Employee's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Employee's Date of Hire: \_\_\_\_\_ Date to Class \_\_\_\_\_ Employee current position title: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Supervisor's Title: \_\_\_\_\_ Length of time you have supervised employee: \_\_\_\_\_

**Current Classification**

Water Laboratory Technician

Water Laboratory Analyst

NOTE: The following attendance information must be completed by attendance keeper.

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

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

**REQUEST: I would like to be reviewed for the following:**

- |   |  |
|---|--|
| <input type="checkbox"/> Water Laboratory Technician 1 <sup>st</sup> Proficiency Increase | <input type="checkbox"/> To become a Water Laboratory Analyst                          |
| <input type="checkbox"/> Water Laboratory Technician 2 <sup>nd</sup> Proficiency Increase | <input type="checkbox"/> Water Laboratory Analyst 1 <sup>st</sup> Proficiency Increase |
| <input type="checkbox"/> Water Laboratory Technician 3 <sup>rd</sup> Proficiency Increase | <input type="checkbox"/> Water Laboratory Analyst 2 <sup>nd</sup> Proficiency Increase |
| <input type="checkbox"/> Water Laboratory Technician 4 <sup>th</sup> Proficiency Increase |  |

**CHECKLIST OF SUBMITTED DOCUMENTATION:**

- Original High School transcript or GED Certificate
- Completion of accredited college hours in a related field (\_\_\_\_\_ hours)
- Completion and demonstrated competency of Lab Performance Objectives
- Completion and demonstrated competency of all tests in the employee's assigned lab
- Completion and demonstrated competency in the core analytical tests as defined in the Laboratory Performance Evaluation Criteria
- Completion of one (1) required credit of internal City of Tulsa Development Training Courses, as approved by management
- Completion of COT CPR/AED/First Aid Non-Certification Safety Class
- Completes Innovation Champions Yellow Belt or equivalent, as approved by management
- Completes Innovation Champions Green Belt with presentation to management, or equivalent, as approved by management
- Obtains a Class "C" Water and/or Wastewater License issued by the Department of Environmental Quality (DEQ), as directed by management
- Obtains a Class "B" Water and/or Wastewater License issued by the Department of Environmental Quality (DEQ), as directed by management
- "Proficient" rating on current PPR form

***I have attached all the required documentation as stated in the Water Laboratory Technician or Water Laboratory Analyst Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.***

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

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