

**OFFICE ASSISTANT II and III or OFFICE ADMINISTRATOR I and II
REQUEST FOR PROGRESSION AND PROFICIENCY**

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. *Employees requesting proficiency or progression increase must not be on a City Performance Improvement Plan at the time of the request.*

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

Office Assistant II Office Assistant III Office Admin I Office Admin II

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:

Office Assistant II (OT-15)

- 1st Proficiency Increase
- 2nd Proficiency Increase
- To Become an Office Assistant III (OT-16)

Office Administrator I (OT-17)

- 1st Proficiency Increase
- 2nd Proficiency Increase
- 3rd Proficiency Increase

Office Assistant III (OT-16)

- 1st Proficiency Increase
- 2nd Proficiency Increase
- To Become an Office Administrator I (OT-17)

Office Administrator II (OT-18)

- 1st Proficiency Increase
- 2nd Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

For all Proficiencies:

- Official College or University transcript **if not previously submitted** or High School transcript or General Education Development Certificate
- Satisfactory performance rating on the most current performance evaluation

Office Assistant II - Proficiency Increase after 6 months

- Completion of one (1) course credit from an internal City of Tulsa Training Course Catalogue course, as approved by management, not previously submitted, in the following:
 - Customer Service; **or**
 - Business Leadership
- Proof of completion of 5S or Lean Training and demonstration of learned methodology through the completion of a project, not previously submitted, as approved by management
- Proof of completion of the following, not previously submitted, as approved by management
 - Microsoft Excel; **and**
 - Microsoft Word

Office Assistant II - Proficiency Increase after 12 months

- Completion of one (1) course credit from an internal City of Tulsa Training Course Catalogue course, as approved by management, not previously submitted, in the following:
 - Customer Service; **or**

Business Leadership

- Proof of completion of Six Sigma White or Yellow Belt Training, not previously submitted, as approved by management
- Demonstrated proficiency in at least one administrative duty outside of the employee's normal job duties, relevant to the division that supports cross-training across job classifications, not previously submitted, as approved by management

To Become an Office Assistant III (OT-16) – After 18 months

- Completion of one (1) course credit from an internal City of Tulsa Training Course Catalogue course in Diversity, Equity, and Inclusivity, as approved by management, not previously submitted,
- Attends two applicable Authorities, Boards, and Commissions meetings and submits minutes to supervisor for review, not previously submitted, as approved by management, or completes a management approved special project equivalent to attendance at two Authorities, Boards, and Commissions meetings and the production of approved minutes,
- Completion of a City of Tulsa Policies and Procedure test with a 75% grade, not previously submitted, as approved by management
- Completion of a business writing course, not previously submitted, as approved by management

Office Assistant III (OT-16) – 1st Proficiency Increase after 6 months

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in Communications or Computer Skills, not previously submitted, as approved by management
- Completes of an Microsoft Word training course equal to 1.00 Credit, not previously submitted, as approved by management
- Completes of an Powerpoint training course equal to 1.00 Credit and demonstrates the ability to generate presentations for management, not previously submitted, as approved by management

Office Assistant III (OT-16) – 2nd Proficiency Increase after 12 months

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in Communications or Computer Skills, not previously submitted, as approved by management
- Completes of an Excel training course equal to 1.00 Credit, not previously submitted, as approved by management
- Proof of completion of Six Sigma White or Yellow Belt Training, not previously submitted, as approved by management

To Become an Office Administrator I (OT-17) –After 18 months

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in Diversity, Equity, and Inclusivity, not previously submitted, as approved by management
- Completes the equivalent to one (1) course credit of job shadowing to further develop an employee's administrative functions and gives a verbal report demonstrating an understanding of the duties performed, not previously submitted, as approved by management
- Completes a course in public speaking and presentation skills, not previously submitted, as approved by management.

Office Administrator I (OT-17) – 1st Proficiency Increase after 6 months

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue Computer Skills category, not previously submitted, as approved by management
- Completes a CPR/AED/First Aid non certification course, not previously submitted, as approved by management
- Completes and passes a PowerPoint Presentation training class and demonstrates the ability to generate presentations for management, not previously taken, as approved by management

Office Administrator I (OT-17) – 2nd Proficiency Increase after 12 months

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in Leadership or Management training, not previously submitted, as approved by management
- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue Leveraging Data category, not previously submitted, as approved by management
- Completes a Six Sigma Green Belt project, not previously submitted, as approved by management

Office Administrator I (OT-17) – 3rd Proficiency Increase after 18 months

- Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in Diversity, Equity, and Inclusivity, not previously submitted, as approved by management
- Attends one (1) City Council committee meeting and gives a verbal presentation to management on what was discussed and learned **or** completes a management approved project equivalent to attending one (1) City Council committee meeting, not previously submitted, as approved by management
- Completes a course in public speaking and presentation skills, not previously submitted, as approved by management.

Office Administrator II (OT-18) – 1st Proficiency Increase after 6 months

- Completed 1.00 Credit of an internal City class in Safe and Respectful Workplace from the Development Training Course Catalog, not previously submitted, as approved by management
- Completion of a Safety in the Workplace Training, not previously submitted, as approved by management

Completion of Human Centered Design Training with an applicable project, not previously submitted, as approved by management

Office Administrator II (OT-18) – 2nd Proficiency Increase after 12 months

Completes one (1) course credit from the internal City of Tulsa Development Training Course Catalogue in Leadership or Management training, not previously submitted, as approved by management

Attendance at 1 City Council meeting with a follow up report **or** completes a management approved project equivalent to attending one (1) City Council meeting, not previously submitted, as approved by management

I have attached all the required documentation as stated in the Office Assistant and Office Administrator 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: _____