Office of the Lieutenant Governor (OLG)

Department of Culture, Recreation and Tourism (DCRT)

**CAREER PROGRESSION GROUP (CPG) CONSIDERATION FORM**

A Career Progression Group (CPG) is a pre-defined list of titles, typically within a job series that may be used to hire and reallocate employees for recruiting, training and retention purposes. The below listed employee occupies a classified position that participates in a CPG and is determined to be eligible for reallocation to the next level:

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Personnel #:** |  |
| **Department/Section:** |  |
| **Position #:** |  |
| **Current Job Title:** |  |
| **Requested Job Title:** |  |
| **Eligibility Date:** |  |

Upon consideration, the following action is deemed appropriate:

**APPROVE Effective Date:**

(Effective date must be on/after the Eligibility Date noted above.)

I certify that this employee has met the required standards of work to support reallocation in a CPG based on a combination of experience, duty assignments, competencies and performance. I hereby recommend that this employee be granted an upward reallocation with pay to the next level in the CPG in accordance with Civil Service Rules.

**REQUIRED ATTACHMENTS:  Personnel Authorization Form (301)**

**Employee’s Application**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Supervisor’s signature Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Appointing Authority’s signature Date*

**RECONSIDER To be reconsidered on (Date):**

I recommend this employee’s reallocation in a CPG be reconsidered on the above referenced date. The reasons are as follows:

Improvement needed:

Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Supervisor’s signature Date*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Appointing Authority’s signature Date*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FOR HUMAN RESOURCES USE ONLY:** | | | | | | | | |
| **Verified Eligibility:** | **(a.) SF-3 allocated to requested job title?** | | Yes | No |  | **(c.) Meets Min Quals** |  | |
| **(b.) Successful or Exceptional PES Eval?** | | Yes | No | *Initials Date* | | | |
|  | **Entered in LaGov HCM:** | |  |
|  | |  | |  | | | | *Initials Date* |