

**CONSTRUCTION INSPECTORS
REQUEST FOR PROGRESSION**

◆NOTE: This request is to be used as a cover sheet/checklist for the progression packet after all requirements are met.

GENERAL INFORMATION:

Employee's Name: _____ Phone Number: _____

Employee's date of hire with the City of Tulsa: _____ Years of experience in current grade: _____

Employee's education level: _____

Supervisor's Name: _____ Phone Number: _____

Supervisor's Title: _____

Current Classification: (Please ✓ appropriate response)

☐ Construction Inspector Apprentice (OT-16) ☐ Construction Inspector I (OT-17) ☐ Construction Inspector II (OT-18)

NOTE: The following must be completed by attendance keeper.

Sick leave within the last 12 months: Usage _____ hours Accrual _____ hours LWOP _____ hours

Signature of person verifying attendance: _____ phone # _____ Date: _____

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

☐ Construction Inspector I (OT-17) ☐ Proficiency Increase: 1. ☐ (OT-17) ☐ Construction Inspector II (OT-18) ☐ Advanced Educational Increase

PROGRESSION CHECKLIST OF SUBMITTED DOCUMENTATION/INFORMATION:

- ☐ Education (Official (original) accredited College transcript(s))
- ☐ Demonstrated Skill Proficiency: (Please list proficiency areas) _____
- ☐ Copy of most current licenses (please list) _____
- ☐ Copy of most current Performance Planning Review Record

I have attached all the related documentation as stated in the Construction Inspector Progression & Productivity Program Criterion Document and corresponding policies and procedures to be used to evaluate my request for progression. I am performing the appropriate duties and responsibilities at a competent level, completed the appropriate coursework and have demonstrated an increase in productivity for the department due to the development of knowledge, skills and abilities.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____