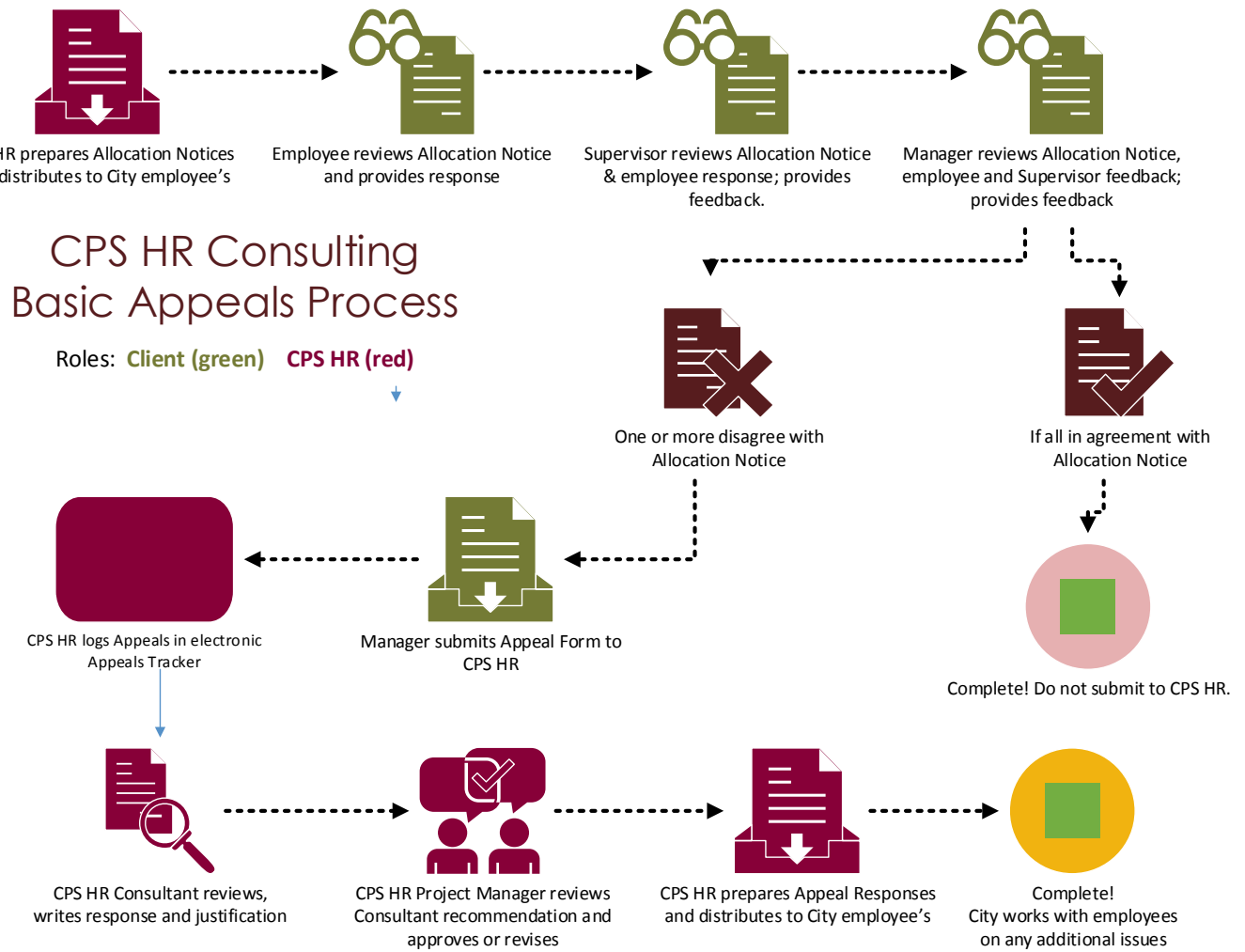


The CPS HR Consulting Appeals Process is presented in the flowchart below.



Key Deliverables & Service

- Preparation and distribution of Allocation Recommendation Notices and blank Appeal Forms to employees.
- Review of Appeal Forms and any additional documentation to make Final Allocation Decision
- Prepare and distribute Final Allocation Decision; update or edit classification specification where appropriate

Technology Used

- CPS HR Consulting will distribute Allocation Recommendation Notices to employees via email to organizational email accounts; the Allocation Recommendation will be attached as a PDF.
- CPS HR will log and review all Appeals in the Appeals Tracker, shown in figures 2a and 2b.

- All review, notes, and letter language will be written in this tracker and all work is visible to the City. Based on the City's desired involvement, the City may also be built into the workflow to review final allocation recommendations.
- CPS HR Consulting will distribute Final Allocation Notices to employees via email to organizational email accounts; the Final Allocation Notices will be attached as a PDF.
- CPS HR will provide the City with a timestamped log of all discussion and decisions that take place in the Appeals Tracker for each employee. Additionally, the City will receive a folder for each employee including the Allocation Recommendation Notice, PDQ, and Final Allocation Decision Notice.

Figure 2a: Appeals Tracker Datasheet

The screenshot displays a web-based interface for an Appeals Tracker. At the top, there is a ribbon with various toolbars including 'Current View', 'Tags & Notes', 'Share & Track', 'Connect & Export', 'Print Group', 'Customize List', and 'Settings'. Below the ribbon, there is a search bar and a list of items. The list has the following columns: Employee Name, Assigned To, Appeal Type, Appeal Recommendation, CONS Reviewed, PM Reviewed, and Reviewed. A filter is applied to the 'Reviewed' column, showing '(182)' items. The data rows are as follows:

Employee Name	Assigned To	Appeal Type	Appeal Recommendation	CONS Reviewed	PM Reviewed	Reviewed
AGUILAR, JENNIFER	Jennifer	Job Title	Deny	Yes	Pre-	
ANTHONY, BRUCE	Gwen	Other	No Contest	Yes	Pre-	
ARGARIN, MARLOU G.	Gwen	Job Title	Approve	Yes	Pre-	
AU, VINCENT	Geoff	Job Title	Deny	Yes	Pre-	
AVILA, VICTORIA	Gwen	Class Spec	Other	Yes	Pre-	
AVSAR, MURAT	Jennifer	Job Title	Other	Yes	Pre-	
AZUCENA, LUIS A	Geoff	Class Spec	Other	Yes	Pre-	
BARONA, PAUL A.	Geoff	Job Title	Deny	Yes	Pre-	
BAXTER, ANNE	Gwen	Job Title	Deny	Yes	Pre-	

Figure 2b: Appeals Tracker, Appeal Review Form

Allocation Recommendation Appeals

Appeal Detail

Employee Name <input style="width: 90%;" type="text" value=""/>	Employee Email <input style="width: 90%;" type="text" value=""/>
Current Title <input style="width: 90%;" type="text" value="HR SPECIALIST"/>	Recommended Allocation <input style="width: 90%;" type="text" value="HR Analyst"/>
Appeal Type <input style="width: 90%;" type="text" value="Job Title"/>	Assigned To <input style="width: 90%;" type="text" value="Jennifer"/>

Appeal Status

CONS Reviewed <input style="width: 90%;" type="text" value="Yes"/>	PM Reviewed <input style="width: 90%;" type="text" value="Pre-"/>	Reviewed <input style="width: 90%;" type="text" value=""/>
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Appeal Decision and Notice

Appeal Recommendation <input style="width: 90%;" type="text" value="Deny"/>	Final Allocation: <input style="width: 90%;" type="text" value="HR Analyst"/>
	Update Class Spec: <input style="width: 90%;" type="text" value="No"/>

Appeals Notice Language

CPS HR has reviewed the contents of the Position Description Questionnaire (PDQ) submitted for your position, and the comments in the Employee Review Form. These sources indicate that your duties are consistent with those described in the HR Analyst classification. The class of SR. HR Analyst is the most complex of the series. Incumbents are distinguished at this level for one or more of the following; participating in strategic planning, performance development plans, lead duties, more complex assignments (i.e., LOA management, executive recruitment, executive special projects, etc.).

Discussion

Attachments

[Click here to attach a file](#)

~~Allocation Notice-.docx~~

~~_statebar.doc~~

