

Career Ladder Editable Template

This template is meant to be a guideline only, and can be edited to fit your organizational requirements or limitations.

Job Classification: [Enter the name of the job classification]

Brief Description of Job Classification:

[Write a brief general description of the responsibilities of the positions in this job classification]

Purpose:

Career Ladders formally advance employees to a higher level of job proficiency and responsibility.

A career ladder defines the competencies needed to progress through a job classification by demonstrating increased responsibilities and enhanced knowledge, skills and abilities. A career ladder is intended to encourage and assist staff to further their professional development and recognize them for their commitment and excellence without moving to a new job classification. Note that the steps in the career ladder may require competition for advancement.

The competencies illustrate the nature, extent and scope of duties and responsibilities of the job classification. Competencies cannot and do not include all of the tasks or functions that might be appropriately performed within a job classification.

Scope:

The *[Public Health Laboratory]* may provide advancement opportunities for *[job classification]* upon completion of standardized requirements. Advancement under this process is based upon successful job performance of the work duties and successful completion of the competency-based career ladder plan for that level of work. Advancement is based on the employee's proficiency within the job classification, their qualifications, and the achievement of the selected competency-based proficiency statements.

This process applies to the *[Public Health Laboratory]* for the progression through the following targeted positions in the job classification:

[Laboratory Scientist I] → [Laboratory Scientist II] → [Laboratory Scientist III] → [Laboratory Scientist IV]

Since the employee and supervisor (including the Laboratory Director), work collectively to advance the employee to higher levels of responsibility, there may be no need for a competitive hiring process. Although the intention is to provide career advancements when employees complete the stated requirements, there may be times when pay freezes or other budget constraints delay or limit career advancements. In addition, this process may conflict with negotiated labor contracts, which will take precedence to the applicable extent.

Career advancement decisions are not based on upon race, sex, age, religion, national origin, disability, political beliefs, religious beliefs, marital beliefs or any other factor that would be in violation of any state and federal laws and policies.

Eligibility Criteria:

An employee meets eligibility requirements for a Career Advancement if he or she:

- Is a regular (full or part-time) employee who is past the probationary employment period;
- Was rated "Meets Expectations" or better as defined in the performance criteria on the most recent performance evaluation;
- Is not currently under corrective action or disciplinary action; and
- Meets or exceeds the standard qualifications of the job classification

Career Ladder Process:

- An employee may be identified for advancement under this process in two ways.
 - The first method is for the supervisor to assess and document the employee's eligibility and potential for advancement and recommend the career ladder process to the employee.
 - The second method is for the employee to assess and document his or her own eligibility, discuss career plans/goals with his or her supervisor, and mutually decide if they are willing to commit to a successful career ladder process.
- Based on the selected competency statements for the appropriate level of the career ladder (see Competency Statements, below), the employee and direct supervisor will create a Career Ladder Plan using behavioral anchors that includes achievement of proficiencies, goals, and how each will be accomplished including a documented timeframe for completion.
- The Career Ladder Plan is a shared responsibility between the supervisor and the employee, and will include opportunities for feedback and accountability. This plan can be fluid, and updated as needed during the process.
- The supervisor has the right to extend or even cancel the career ladder plan if the employee does not achieve minimal performance and/or demonstrate achievement of the defined competencies within the estimated time frame of the plan.
- Upon successful completion of career ladder plan, the supervisor will recommend advancement to the *[Laboratory Director]*. Documentation will include specific details on how the employee has met the specified competencies and other requirements, including documentation of the employee's most recent performance assessment that rates employee performance at a "successful" level or higher in the current job. Recommendations for approval or denial must be objective and documented.
- The *[Laboratory Director]* will review the documentation, and if in agreement and within budget restraints, will submit the appropriate paperwork to request advancement to the next level in the job classification. Approval or denial must be objective and documented.

Standard Qualifications:

	[Job Classification] I	[Job Classification] II	[Job Classification] III	[Job Classification] IV
Minimum Qualifications				
Preferred Qualifications				
Competitive?				
Certification Needed?				

Competency Statements by Levels:

To progress from one level to the next, it is expected that the employee will have demonstrated acceptable performance at previous career ladder levels.

[Paste from the CareerLadderTemplate file compiled from the APHL Career Ladder and PD Tool into this section.]

Definitions:

Behavioral Anchor: A specific, easy-to-apply example of a behavior that demonstrates the mastering of the competency statement and proficiency level.

Career Ladder: A series of steps within a job classification, each with increasing responsibility as expertise is developed, allowing for recognition of professional growth. The steps in the career ladder may require competition for advancement. For example, progressing through the Federal GS system, or moving from a Laboratory Scientist I to Laboratory Scientist II to Laboratory Scientist III. A Career Ladder is designed to encourage and assist staff to further their professional development and to reward them for their commitment to professional growth and excellence without moving to a new career path.

Career Ladder Plan: An agreement between the supervisor and the employee for documenting the achievement of the applicable competency statements, using behavioral anchors. This plan is developed by both the supervisor and the employee and will include time frames, accountability and feedback opportunities.