

State of Michigan
Civil Service Commission
OFFICE OF TECHNICAL COMPLAINTS
400 South Pine Street, P.O. Box 30002
Lansing, Michigan 48909
FAX (517) 241-9099

Review the instructions
on the reverse side before
completing this form.

TECHNICAL CLASSIFICATION COMPLAINT

Part A —				
COMPLAINANT'S NAME (Last, First, and Middle Initial)			EMPLOYEE IDENTIFICATION NUMBER	
HOME ADDRESS			TELEPHONE (8 a.m. – 5 p.m.)	
CITY	STATE	ZIP CODE	E-MAIL ADDRESS	
DEPARTMENT				
Part B — TECHNICAL CLASSIFICATION DECISION BEING QUESTIONED				
Part C — SPECIFIC REASONS WHY THE TECHNICAL DECISION VIOLATES ARTICLE 11, SECTION 5 OF THE MICHIGAN CONSTITUTION; VIOLATES A CIVIL SERVICE RULE OR REGULATION; OR WAS ARBITRARY AND CAPRICIOUS (Attach additional sheets if necessary.)				
Part D — DESIRED OUTCOME OF THIS COMPLAINT				
Part E — SIGNATURE OF COMPLAINANT (See note below.)			DATE	
NAME, ADDRESS, AND E-MAIL ADDRESS OF COMPLAINANT'S REPRESENTATIVE (IF ANY)				

NOTE: Keep a copy of this for your files, send a copy to your Personnel Office, and forward the original to Civil Service (using the above address).

INSTRUCTIONS FOR COMPLETION OF THE TECHNICAL CLASSIFICATION COMPLAINT

Deadlines and Extensions — For your complaint to be timely, this completed form must be received by the Civil Service Commission within fourteen calendar days of the technical decision mailing date. The Technical Review Officer may reject a late request. A request for an extension of time for filing your complaint must be made by contacting the Office of Technical Complaints, at the Civil Service Commission, prior to expiration of the complaint period.

Complete the form as indicated in the steps below:

1. **Part A** — Complete this section with the information requested. If this is a group appeal, supply all requested information for each complainant on a separate sheet.
2. **Part B** — Complete this section specifically identifying the classification decision or action you wish to question.
3. **Part C** — Complete this section, fully explaining why you believe the decision is improper. Attach any documentation you believe supports your complaint. This is your only opportunity to offer your explanation or supply supporting documentation.

IMPORTANT: To obtain the desired outcome of this complaint, you must prove that the technical decision violated Article 11, Section 5, of the Michigan Constitution; violated a Civil Service rule or regulation; or was arbitrary and capricious.

If you plan to have a representative in this complaint, contact your representative to discuss the reasons for your complaint and to obtain assistance in completing this form.

In order to complete this section, you should review copies of the following documents, which have been provided to you; are available from your personnel office; or are on the Civil Service website: www.michigan.gov/mdcs:

- a. The Position Action Request (CS-129) form and the audit report that explains the classification decision.
- b. Classification specifications for your current classification and for the classification you desire.
- c. The relevant glossary of terms, classification system guidelines, and/or Civil Service rules and regulations.
- d. Civil Service Regulation 8.02, covering the technical complaint process.
- e. Past decisions on complaints similar to yours may be found at the Civil Service website under Rules and Regulations, DSTARS Decision Database.

If your position is classified based on one of the subsystems (specialist or managerial), your appeal should include discussion of the factor elements you believe apply to your position.

4. **Part D** — Complete this section indicating what specific action you seek to resolve the complaint. The desired outcome must be within the scope of authority of the Technical Review Officer to grant.
5. **Part E** — Sign and date the completed form. If you have a representative, include that individual's name, mailing address, and e-mail address. For group complaints, all complainants must sign the request.
6. **Make two copies of the form.** Forward a copy of the form with copies of any attachments to your personnel office. Retain a copy of the form for your records. Return the original form to the address indicated at the top of the form.

Upon receipt of the completed complaint and appointing authority comments (if any), the Technical Review Officer will conduct a review. The Technical Review Officer will issue a technical review decision, usually within thirty weekdays of receipt of the appointing authority comments. A large volume of complaints could delay the response time. **The technical review decision will be published on the Civil Service website in the DSTARS Decision Database after its issuance.**