

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 QUALIFICATION COMPLAINT

Part A —		
COMPLAINANT'S NAME (Last, First, and Middle Initial)		DATE DUE TO CIVIL SERVICE
HOME ADDRESS		DATE MAILED
CITY	STATE	ZIP CODE
E-MAIL ADDRESS		TELEPHONE (8 a.m. – 5 p.m.)
APPLICANT ID	JOB # / TITLE	DATE APPLIED
Part B — TECHNICAL QUALIFICATION 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 and forward the original to Civil Service, using the above address.

INSTRUCTIONS FOR COMPLETION OF THE TECHNICAL QUALIFICATION 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 after the mailing date of the technical qualification decision.** 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.
2. **Part B** — Complete this section specifically identifying the qualification decision or action you wish to question.
3. **Part C** — Complete this section, fully explaining why you believe the decision or action 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 show that the technical qualification 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 obtain and review copies of the following documents, which are available from your personnel office, the Civil Service Commission, or our Civil Service website, at <http://www.michigan.gov/mdcs>:

- a. Civil Service Regulation 8.02, covering the technical complaint process.
 - b. The relevant Civil Service rules, regulations, and procedures.
 - c. Classification specifications for the classification for which you wish to qualify (reference the education, experience, and other requirements).
 - d. Past decisions on complaints similar to yours may be found at the Civil Service website under Rules and Regulations, DSTARS Decision Database.
4. **Part D** — Complete this section indicating what specific action you seek to resolve the complaint. The desired outcome must be within the Technical Review Officer's scope of authority 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.
 6. **Make a copy of the form.** Retain a copy of the form for your records. Return the original form and a copy of the Civil Service staff decision you are challenging to the address indicated at the top of the form.

Upon receipt of the completed complaint, 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 complaint. 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.**