

## Frequently Asked Questions to the Office of Technical Complaints (OTC)

- 1. Where can I get help to prepare my technical appeal?** The OTC must decide technical complaints, so OTC staff cannot help prepare your appeal. Necessary forms and regulations are on the [OTC's website](#). You can research past OTC decisions in [DSTARS](#), an online database. You can also review instructions on creating effective searches to identify similar decisions there. If you file a technical complaint, your decision will also be published online in DSTARS.
- 2. How can I receive more time to prepare my appeal?** You may request an extension by email to [MCSC-OTC@mi.gov](mailto:MCSC-OTC@mi.gov). Extensions must be requested before the deadline to file your complaint. Requests after the deadline are rejected and you will need to establish grounds for a late appeal.
- 3. Can I submit more information after filing my appeal?** Your decision is based on your technical complaint filing. You must provide sufficient evidence to show error in the decision challenged. If you need time to gather information, you can timely request an extension to file.
- 4. After appealing, can I be considered for a vacancy that I was initially found unqualified for?** An agency can continue and may complete a hiring process while your appeal is pending. When applying, it is important to provide sufficient detail, including specifically describing all your education and quantifying work experience meeting any requirements for the position to avoid the need for an appeal.
- 5. After appealing, can I be granted an appointment or interview?** The technical appointment complaint process reviews selection processes for compliance with civil service rules and regulations. If a substantive violation is shown, an appointment can be revoked. This may result in a new selection process, but not in an order to appoint or interview a specific candidate. Appeals must reference a specific rule or regulation that was violated. A decision cannot weigh candidates' relative strengths or evaluate if you were a "better" candidate than the appointee.
- 6. How can I challenge my employment sanction?** A technical qualification complaint can challenge a sanction, but must show how the sanction violates a civil service rule or regulation. [Regulation 3.06](#) authorizes employment sanctions for various things, including dismissals, resignations with discipline pending, criminal convictions, and providing inaccurate information. Many sanctions result from candidates not disclosing disciplinary, criminal, benefit-program, or driver's-license violations after certifying an application's accuracy. False statements or omissions are grounds for a sanction.
- 7. How can I check the status of my technical appeal?** You will receive confirmation of your appeal's receipt. Depending on the number of filings, their complexity, and the need for responses from other interested parties, processing times vary. You will receive a copy of your decision by email as soon as it is issued.
- 8. What if I disagree with the decision issued by the technical review officer?** The OTC is not authorized to reconsider decisions after issuance. The end of every technical review decision contains information on appeal rights.