

Request to Reclassify An Employee

Federal Defender Organization: Western North Carolina Date: 8/16/2018

Point of Contact and Telephone Number: William Moormann 704 374 0720

Information about the Employee

Employee's Name: Jared Martin

Current job title and current pay grade and step: Research & Writing Specialist 15/4

Current promotion potential: Steps only Years in current position: Current 2 years prior 8 years

Full-time or part-time employee (if part-time, how many months)?: Full time

Information about the Reclassified Position

Title of reclassification (new) position: Assistant Federal Defender

Will this reclassification provide the employee with an immediate promotion? No

If so, what is the new promotion grade? n/a

What is the grade potential of new position? n/a Is the new position "one-of-a-kind": no

Has the employee been performing tasks assigned to this position? Yes

If so, please explain what tasks the employee has been performing and for how long?

R&W and Appellate AFD's preform the same tasks. We are ending the R&W position.

Explain how the employee meets all of the DOCS qualification requirements for the new position (e.g., describe work experience and/or education and attach documents such as detailed resume or college transcripts)?

R&W and Appellate AFD's preform the same tasks. We are ending the R&W position. Jared has been preforming these tasks from the first day of hire.

FPDOs: Explain how this request complies with your circuit's EEO plan. CDOs: Please attach a copy of your employment program as required by #19 of the G&C and explain how this request complies with the program.

Our Office is ending the use of R&Ws. We will reclassify both of our existing R&Ws. All new hires for this work will be AFDs. We are currently advertising for an additional Appellate AFD. This means this reclassification would not exclude anyone from the opportunity of being considered for an Appellate AFD position. We do not feel that advertising the reclassification would be necessary.

The Forth Circuit is aware of this request and is in support of it. The office is within the Circuit AFD Limit. This action would be revenue neutral.

Is there any other information DSO should know about this situation?

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(BOA form, Oct 2013)