

CAREER SERIES FAQ - Employees

Updated 10/7/2024

Why are we implementing career series?

Career series provide our existing and new employees with a pathway for advancement, supporting new opportunities and development of skills for internal career progression.

Will my pay be negatively impacted by this Career Series?

Your current compensation will not be adversely affected by the implementation of this career series.

How long should I wait before I can be considered for the next level-up?

- Progressing in a career series follows a set of minimum qualifications as well as a set of professional and behavioral standards.
- The best way to progress in the career series is to continue following the 5-Es of our City's philosophy and follow the requirements in the job descriptions of each level. Your next level may require additional licensure or certification.
- For more information, please talk to your Supervisor.

I don't know how to meet the minimum qualifications for the next level. Who should I talk to?

As a general rule, your manager is a great resource to help you guide you through these questions. Additionally, your HR Partner can help with identifying upskilling resources offered by the City of Dallas.

I have met all minimum requirements for the next level in my career series. Do I automatically move up to the next level?

All minimum requirements must be met to be considered for the next level. However, as in all promotional cases, your manager will need to follow internal processes to position you for the next level. Additionally, there must be a citywide or departmental need for the next level role.

I do not see a career series for my job category. What should I do?

- Not all jobs will qualify for the career series.
- For more information regarding career series within your department, please talk to your department leadership.

What happens to my position number (PM#)?

If you are progressing within the established career series, your PM# does not change. Your job profile will reflect the new classification.

In addition to the city and department need, what are the basic requirements for me to advance through the career series?

To move up the career series ladder, you must:

1. Score 4 or above on the Progression Evaluation Form in the Career Series Manual. Please talk to your manager if you have questions about this form.
2. Have a rating of Fully Successful or Exceptional on your previous year's Performance Review Form.
3. Exhibit exceptional character, reliable and friendly attitude, and be an active advocate of the City of Dallas vision, mission, and values.
4. Be continuously employed in your current role for a minimum of 1 year or more as defined in the stipulations of the job progression and meet all requirements of the next level.
5. Have no current disciplinary action on record within six (6) months preceding the career progression request.