

1. Retirement Designation Request

Retirement Designation Request for: Peace Officer / Firefighter State Safety

Department

Division/Unit/Facility

Date of Request

Is the class/position new or existing? New Existing

Class/Position Title

Class/Position Code

Current Retirement Designation (e.g., Miscellaneous, Industrial, State Safety, PO/FF)

Class / Position Location Area

Is the location area at headquarters or a facility?

Headquarters

Secured Facility Unsecured Facility

Number of Impacted
Employees

CBID

2. Supporting Documents Attached

- Department justification letter (include a summary on how the position will support/carry out the department's mission)
- Copy of proposed duty statement - if applicable
- Copy of job specification
- Copy of proposed organizational chart - if applicable
- Copy of current duty statement - signed
- Class title / class code for direct reports if not provided on the organizational chart - for PO/FF requests only
- Copy of current organizational chart(s) - signed
- Other documents (legislation, executive order, laws, rules, regulations) - if applicable
- Peace Officer / Firefighter (PO/FF) Retirement Determination Questionnaire (CalHR 170) - if applicable
- State Safety Retirement Determination Questionnaire (CalHR 169) - if applicable

3. Approval

Department Executive

Signature

Date

Department Personnel Executive

Signature

Date