STATE OF CALIFORNIA

TRANSFER ELIGIBILITY WORKSHEET

CALHR 880 (Rev. 10/2014) Page

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

APPLICANT NAME	HIRING DEPARTMENT

Does the applicant meet the minimum qualifications of the "to" class, per the requirements of Rule 250?

☐ **Yes - Continue** ☐ **No - Stop - Transfer Prohibited**

PATTERN	INITIALS	DATE

COMPUTING TRANSFER ELIGIBILITY

Compute Transfer Eligibility (TE) based on highest permanent list appointment (i.e., A01, A20, A21, A22).

LIST APPOINTED CLASS	RANGE (IF DEEP CLASS) PROGRESSED TO LAST

MAX SALARY OF LIST APPOINTMENT		ROUND TO NEAREST $		ROUND TO NEAREST $		MAXIMUM TE
	X 1.05 =	$0	X 1.05 =	$0	- $1 =	($1)

LIST APPOINTED ("FROM") CLASSIFICATION					TO CLASSIFICATION				
SCHEM. CODE	CLASS CODE	BU	ARC	DOES THE CLASS HAVE FOOTNOTE 21? YES ☐ NO ☐	SCHEM. CODE	CLASS CODE	BU	ARC	DOES THE CLASS HAVE FOOTNOTE 21? YES ☐ NO ☐

MINIMUM SALARY	MAXIMUM SALARY	MINIMUM SALARY	MAXIMUM SALARY

CLASSIFICATION(S) IN "FROM" SERIES[1]		CLASSIFICATION(S) IN "TO" SERIES[1]	

CLASSIFICATION(S) IN "FROM" SERIES[1]		CLASSIFICATION(S) IN "TO" SERIES[1]	

CLASSIFICATION(S) IN "FROM" SERIES[1]		CLASSIFICATION(S) IN "TO" SERIES[1]	

[1] Rule 432. CLASS SERIES. A class series is any vertically related group of classes, covering the same occupational speciality and same program area.

TRANSFER RULE FLOWCHART

Unless specifically prohibited pursuant to Section 430, "Promotional Relationships", or Section 433.1, "Voluntary Transfers Between Classes-Bargaining Unit 10 Employees", employees may voluntarily transfer between classes when the employee possesses any license, certificate, or registration required in the classification specification of the "to" class provided that the transfer adheres to Section 433(a) or all parts of 433(b). In addition, the employee must meet the minimum qualifications listed in the "to" classification specification.

TRANSFER "SHALL" MEET RULE 430 UNDER ALL CIRCUMSTANCES

RULE 430	**Are both classes considered to involve substantially the same level of duties, responsibility, and salary?** (Rule 430 ties the standards of Rules 431- 433, 433.1, 435, and 444 to the provisions in Government Code Section 18525.3. In terms of level of responsibility, transfers are prohibited between journey level and advanced specialist/first working supervisor level OR advanced specialist/first working supervisor level and full supervisory level. See page 5 for guidance on applying Rule 430.)
☐ **YES**	☐ **Continue - Explain on Page 4**
☐ **NO**	☐ **Stop - Transfer Prohibited - Explain on Page 4**

IF RULE 430 IS MET, TRANSFER "MAY" MEET RULE 433(a) OR 433.1(a)

RULE 433(a)	**Is the minimum and maximum salary range of the "to" class exactly the same or any amount lower than the "from" class?**
☐ **YES**	☐ **Finished - Transfer Permitted**
☐ **NO**	☐ **Continue - Must meet Rule 433(b)(1)-(6)**

RULE 433.1(a)	**Is the minimum and maximum salary range of the "to" class exactly the same or any amount lower than the "from" class; and if the "to" class is assigned to Bargaining Unit (BU) 10, does the employee meet the minimum education requirement(s) outlined in the class specification?** (Only those classes specifically listed in Rule 433.1(a) are excluded from the education requirement.)
☐ **YES**	☐ **Finished - Transfer Permitted**
☐ **NO**	☐ **Continue - Must meet Rule 433(b)(1)-(7)**

OR "SHALL" MEET RULE 433(b)(1)-(6) OR 433.1(b)(1)-(7)

RULE 433(b)(1) and **433.1(b)(1)**	**Is the transfer eligibility (TE) equal to or higher than the maximum salary of the "to" class?** (TE must be equal to or higher than the maximum salary of the lowest range of the "to" class. If the incumbent transferred into the "from" class, refer to Rule 435 to ensure a consecutive transfer does not result in a promotion.)
☐ **YES**	☐ **Continue**
☐ **NO**	☐ **Stop - Transfer Prohibited - Explain on Page 4**

TRANSFER ELIGIBILITY WORKSHEET

RULE 433(b)(2) and **433.1(b)(2)**	**Is the "from" class in the same class series as the "to" class?** (Rule 432 defines a class series as any vertically related group of classes, covering the same occupational speciality and same program area, which constitutes a primary promotional pattern for a specifically identifiable group of employees.) **1. <u>Occupational Speciality:</u>** (Speciality is schematic grouping of job-related classes) From _____ To _____ **2. <u>Program Area:</u>** (Program is identified by the four digit schematic code) From _____ To _____
☐ **YES** ☐ **NO**	☐ **Stop - Transfer Prohibited - Explain on Page 4** ☐ **Continue**

RULE 433(b)(3) and **433.1(b)(3)**	**Is there a class in the "to" series that is exactly the same salary as the "from" class?** (If there is a class in the "to" series with a maximum salary exactly the same as the "from" class, the transfer may only be made to that class.)
☐ **YES** ☐ **NO**	☐ **Stop - Transfer may only be made between those two classes. - Explain on Page 4** ☐ **Continue**

RULE 433(b)(4) and **433.1(b)(4)**	**Is the "to" class the class in its series that is immediately higher in pay than the "from" class?** (Regardless of the TE, if the "to" series has a class or range [deep class] that has a maximum salary rate immediately higher than the "from" class, the transfer shall only be made to that class or range. Immediately higher in pay is any amount higher.)
☐ **YES** ☐ **NO**	☐ **Continue** ☐ **Stop - Transfer may only be to the class immediately higher in salary. - Explain on Page 4**

RULE 433(b)(5) and **433.1(b)(5)**	**Does the transfer preclude a future transfer that is part of the established upward mobility pattern through which the employee is moving?** (Transfers into bridging classifications such as Management Services Technician, Budget Technician, and Personnel Technician I, is prohibited, unless the employee's highest permanent list appointment allows them to transfer to the upward mobility classification.)
☐ **YES** ☐ **NO**	☐ **Stop - Transfer Prohibited. - Explain on Page 4** ☐ **Continue**

RULE 433(b)(6) and **433.1(b)(6)**	**Does the "to" class supervise the "from" class under the appointing power making the appointment?** (Transfers between classes that have supervisory-subordinate relationships are usually unique to a specific department.)
☐ **YES** ☐ **NO**	☐ **Stop - Transfer Prohibited. - Explain on Page 4** ☐ **Finished - Transfer Permitted. If 433.1, Continue.**

RULE 433.1(b)(7) **BU 10 Only**	**Is the employee transferring to a class assigned to BU 10 for which they do NOT meet the minimum education requirement as indicated in the class specification?** (Only those classes specifically listed in the rule are excluded from the education requirement.)
☐ **YES** ☐ **NO**	☐ **Stop - Transfer Prohibited. - Explain on Page 4** ☐ **Finished - Transfer Permitted.**

TRANSFER ELIGIBILITY WORKSHEET

IS THE TRANSFER APPROPRIATE? ☐ Yes ☐ No

WHAT RULE(S) PROHIBIT THIS TRANSFER?

IF TRANSFER IS TO A DEEP CLASS, WHAT RANGE IS APPROPRIATE?

EXPLANATION

TRANSFER ELIGIBILITY WORKSHEET

Per Government Code Section 18525.3. "Transfer" means both of the following:

(a) The appointment of an employee to another position in the same class but under another appointing power.

(b) The appointment of an employee to a position in a different class that has substantially the same level of duties, responsibility, and salary, as determined by board rule, under the same or another appointing authority.

How to apply Rule 430 - Transfers between classes must involve substantially the same levels of duties, responsibility, and salary

1. "Substantially the same salary" is defined by SPB Rule 431. The salary range of the class "to" which the employee is transferring must be exactly the same or lower than the class "from" which transferring; or the class salary "to" which the employee is transferring is less than two salary steps.

2. Rule 430 allows transfers between closely related classes in terms of level of duties and responsibilities. Level of duties and responsibilities are defined by the type and scope of work. In order to determine the level of duties and responsibilities, you must compare each class specification side-by-side. This helps to ensure a clear transfer determination.

The following parts of the class specifications should be evaluated and compared:

* Definition/ Definition of Levels/ Definition of Series
* Scope
* Typical Tasks
* Minimum Qualifications
* Knowledge, Skills, and Abilities