

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

If new:

New Class/Position Title

New Class/Position Code

If existing:

Current Retirement Designation

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 Required and Attached

- | | |
|---|---|
| <input type="checkbox"/> Department justification letter | <input type="checkbox"/> Copy of current duty statement(s)-signed |
| <input type="checkbox"/> Copy of job specification | <input type="checkbox"/> Copy of proposed duty statement-if applicable |
| <input type="checkbox"/> Copy of of class/ position audit report | <input type="checkbox"/> Copy of current organizational chart(s)-signed |
| <input type="checkbox"/> Copy of current and proposed organizational chart | <input type="checkbox"/> Other documents (legislation, executive order, laws, rules, regulations) |
| <input type="checkbox"/> Class title / class code for direct reports | |
| <input type="checkbox"/> Peace Officer / Firefighter (PO/FF) Retirement Determination Questionnaire (CalHR 170) | |

3. Approval

Department Executive

Signature

Date

Department Personnel Executive

Signature

Date