

## Monthly Delegation Reporting Instructions

### **Exceptional Allocation Reporting\***

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The Exceptional Allocation reporting worksheet will be used to keep a cumulative total of all positions used outside the scope of the classification specifications and use of another department's classification.

**N/C/E** - "N" Indicates when new items have been added. "C" indicates when a previously reported position is being changed. "E" Indicates Existing with no change.

**Incumbent** - Current Incumbent or "Vacant".

**Classification** - Full civil service classification title.

**Position Number** - Agency-Reporting Unit-Class Code-Serial Number.

**Date Approved** - Date the exceptional allocation was approved by the personnel officer or CalHR.

**Reason for Exception** - Use the drop down list to select the reason the position is outside the norm.

**Loaning Department** - (For the use of a department-specific class) The name of the department loaning the classification.

**Comments** - Any comment relevant to the Exceptional Allocation. If "Other" was selected for the "Reason for Exception," provide reasoning for use of exceptional allocation. Provide tenure information, if position not permanent / full-time.

\*Highlight any rows that are being amended / added

## Monthly Exceptional Allocation Reporting Worksheet

**Date:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Personnel Officer:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_  
**PMD Analyst:** \_\_\_\_\_  
**Reporting Period** \_\_\_\_\_

**Total Department Employees** \_\_\_\_\_  
 (all department employees including Temp Help, Limited Term, Retired Annuitants, etc.)

Mark box if no changes reported this month

No.	N/C/ E <sup>1</sup>	Incumbent	Classification	Position Number	Date Approved	Reason For Exception	Loaning Department <sup>2</sup>	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
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22								
23								
24								
25								
26								

<sup>1</sup> (N) New, (C) Change, (E) Existing

<sup>2</sup> Complete only when using a department-specific class

Note: Highlight the lines that are being amended/added