

Monthly Delegation Reporting Instructions

Exceptional Allocation Reporting*

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 ¹	Incumbent	Classification	Position Number	Date Approved	Reason For Exception	Loaning Department ²	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

¹ (N) New, (C) Change, (E) Existing

² Complete only when using a department-specific class

Note: Highlight the lines that are being amended/added