Exceptional Allocation Process Flowchart

**Process A. Use of Department-Specific Classification Belonging to Another Department**

- Dept. A contacts Dept. B for courtesy permission (CalHR can overrule decision)
- Dept. A submits request to CalHR with STD 625 package for approval
- If denied, Dept. A considers alternatives:
  - develops new classification
  - revises existing classification
  - continue use of current classification
  - look for another classification
- If approved, Dept. A may use classification. Dept. A either:
  - gets permission to use Dept. B’s list or
  - develops departmental test for classification
- Dept. Reports to CalHR monthly
- CalHR evaluates request
- CalHR reviews/discusses with Dept. A and Dept. B
- If approved, Dept. RPA signs STD 625 with “as delegated by CalHR”
- Track/flag position as exceptional
- Keep records for CalHR audit (HRQR)
- Report to CalHR list of exceptionals monthly
- CalHR reviews report

**Process B. Exceptional Use of an Established Classification**

- Dept. Prgm needs Exceptional Allocation**
- Dept. Prgm, working with Dept. HR, will develop justification to include:
  - how classification will be used
  - why the use is exceptional
- Dept. HR internally reviews Exceptional Allocation
- If approved:
  - P.O. signs STD 625 with “as delegated by CalHR”
  - Track/flag position as exceptional
  - Keep records for CalHR audit (HRQR)
  - Report to CalHR list of exceptionals monthly
  - Delegated departments may allocate positions without prior CalHR approval to the following classifications:
    - SSM I (Specialist)***
    - SSM II (Specialist)***
    - Data Processing Manager IV
    - Attorney IV
    - Labor Relations Specialist
    - Labor Relations Manager I
    - Labor Relations Manager II
    - Information Technology Specialist III

**Process C. Use of a Formerly Restricted Classification**

- Dept. Prgm needs to use formerly restricted classification
- Dept. RPA is completed
- Dept. HR analyzes duties. If duties meet classification allocation/specification, Dept. HR can approve allocation.
- CalHR runs SCO report to review Dept. use of classifications
- CalHR reviews report

**Notes:**

- **Consult with CalHR Exams Division**
- **Use of a classification that does not meet allocation standards or varies from traditional use described in classification specifications
- **Requires internal 625s per Process B**