

State of California

MEMORANDUM

Date: August 13, 1992  
Reference Code: 92-91

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Labor Relations Officers  
Personnel Officers  
SROA Coordinators

From: Department of Personnel Administration  
Classification and Compensation Division

Subject: Interagency Transfers (SROA Exemption Policy)

The purpose of this memorandum is to clarify the Department of Personnel Administration's (DPA) policy regarding exemptions to interagency transfers, that is described in Section IX D of Management Memo 90-05.

Subsections 1. and 2. of Section IX D must both be complied with in order for an appointing power to obtain an exemption to transfer a non-surplus employee from a different appointing power. For example, if Department A wishes to transfer a non-surplus Staff Services Manager I from Department B, without clearing SROA/surplus employees, Department A must submit a request to DPA that contains the following.

1. The class of the position to be filled in Department A; and
2. A copy of the duty statement for the position to be filled in Department A; and
3. A statement from Department B that contains the name and class of the surplus employee whom Department B has committed to hire in place of the employee who will be transferred to Department A; and
4. A copy of the duty statement for the position to be filled in Department B.

It should also be remembered that the class of the employee transferring to Department A will typically be the same as the class of the employee being hired by Department B. Approval may be granted if the classes are different, but the duties and responsibilities are closely related, and the salaries are the same.



An exemption request will not be considered until all materials described in Items 1. through 4. above have been received by DPA. It is the responsibility of the department that is requesting the exemption to compile and forward the materials to DPA.

Please call Beverly Chan at (916) 324-0439 if you have any questions.



Mike Vargas  
Layoff Coordinator

