Exceptional Allocation Process Flowchart Process A. Use of Department-Specific Process B. Exceptional Use of an Established Process C. Use of a Formerly Restricted Classification Belonging to Another Department Classification Classification CalHR CalHR Department CalHR Department Department Dept. A wants to use Dept. B's Dept. Prgm needs Dept. Prgm classification to use formerly needs Exceptional Allocation** restricted classification Dept. A contacts Dept. B for courtesy Dept. Prgm, working permission with Dept. HR., will (CalHR can overrule develop justification decision) Dept. RPA is to include: how classification completed will be used Dept. A submits CalHR reviews/ why the use is discusses with request to CalHR exceptional Dept. A and with STD, 625 Dept. HR analyzes Dept. B package for approval duties. If duties Dept. RPA is CalHR runs SCO meet classification completed report to review allocation/ If denied, Dept. A Dept. use of specification, Dept. considers classifications HR can approve alternatives: Dept. HR internally allocation. develops new reviews Exceptional classification Allocation revises existing classification - continue use of Deny Approve current classification look for another If approved, classification CalHR P.O. signs STD. 625 evaluates Delegated departments may allocate positions with "as delegated request without prior CalHR approval to the following by CalHR" If approved, Dept. A classifications: - Track/flag position may use CalHR reviews Approve as exceptional classification. Dept. report - SSM I (Specialist)*** - Keep records for A* either: - SSM II (Specialist)*** CalHR audit (HRQR) gets permission to - Data Processing Manager IV Report to CalHR use Dept. B's list or - Attorney IV list of exceptionals - develops - Labor Relations Specialist * Consult with CalHR monthly departmental test - Labor Relations Manager I **Exams Division** for classification - Labor Relations Manager II - Information Technology Specialist III ** 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

CalHR reviews

report

Dept. Reports to

CalHR monthly