



# ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION - OTHER  
THAN LIST OF ELIGIBLES**

Subject

**Reversion**

The General Manager of the Personnel Department may approve the reversion of an employee from a position in one class to a position in another class if the following criteria are met:

- The employee submits a written request for reversion.
- The employee received a regular appointment in the class to which reversion is requested, and the employee's seniority in that class and higher classes is greater than that of any person on the Reserve list of the Department to which reversion is requested.
- The appointing office in the major division/department to which reversion is requested must state in writing that there is a vacant position that the employee can be assigned to once the request is approved.

### References:

Civil Service Rules 6.5 and 6.6

Administrative Manual, Sections:

20-03, Emergency or Exempt

20-04, Emergency Appointment to Managerial and Professional Classes

### PROBATIONARY PERIOD

If the employee has *not* completed the probationary period in the class to which reversion is requested, a new probationary period is required (Administrative Manual, Section 20-07)

### RESTORATION TO A LIST

An employee who has reverted to a former class shall be restored, upon request, to the eligible list of the class from which the reversion occurred, after the approval of the former appointing authority is obtained.

### PROCEDURE

#### *Responsibility*

#### *Action*

#### EMPLOYEE

Prepare and deliver a written request for reversion to the Employment Services Business Group.

#### EMPLOYMENT SERVICES BUSINESS GROUP



# ADMINISTRATIVE MANUAL

Section

**FILLING A POSITION - OTHER  
THAN LIST OF ELIGIBLES**

Subject

**Reversion**

Prepare and route Form General 16-B, Request for Transfer. Notify the major division(s)/department(s) involved when the reversion is approved.

## RECEIVING BUSINESS UNIT PERSONNEL OFFICE

Prepare the following forms on the date the reversion is effective.

If the reversion is:

1. Between Major Divisions or from Another City Department
  - Form 2762, Report of Appointment (Administrative Manual, Section 20-61)
  - Form 2346, Change of Duties Description Number (Administrative Manual, Section 20-69)
  - Form 2069, Telephone Information and Personnel Record report (Administrative Manual, Section 20-62)

**Note:** Refer to Administrative Manual, Sections 20-02 and 20-03 for other processing and appointment documents required for employees from other City departments.
2. To Another City Department
  - Form 723, Termination of Employment (Administrative Manual, Sections 60-03 and 60-21)
  - Form 2346, Change of Duties Description Number (Administrative Manual, Section 20-62)