



ADMINISTRATIVE MANUAL

Section

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

Subject

Reassignment

Reassignment is the changing of an employee *from* one position (DDR) to another position (DDR) within the same class and major division (i.e., System).

References:

General Manager's Bulletin 81-25, November 18, 1981

Human Resources Bulletin 8516, April 11, 1985

Administrative Manual, Section 20-69, Change of Duties Description Record Number (Form 2346)

REASSIGNMENT WITHIN CLASS

Reassignment to a position at the same pay level within the same class may be made at the discretion of management. The employee's status class and the class to which the new position is allocated *must* be the same (reference the appropriate MOU).

REASSIGNMENT BY VIRTUE OF ASSIGNMENT RIGHTS

Assignment rights are those rights to occupy positions allocated to classes other than an employee's status class (i.e., the class in which the employee was examined, certified and appointed, or in which the employee was granted status in accordance with the City Charter). Employees may occupy positions in classes other than their status class only by determination of the Board of Civil Service Commissioners.

REQUESTING DIVISION

Contact the Personnel Records and Data Section, supplying the employee's name, status class title, major division, and the DDR number to which assignment is requested. If a favorable determination is made by the Personnel Records and Data Section, prepare Form 2346, Change of Duties Description Record Number (Administrative Manual, Section 20-69).

PERSONNEL RECORDS AND DATA SECTION

Notify the Manager of Payroll and Timekeeping of the action taken by the Board of Civil Service Commissioners.

PROBATIONARY PERIOD

There is no new probationary period for an employee who is reassigned.