



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

# ASSIGNMENT TO VACANT HIGHER POSITION Exempt

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	
<b>Company</b>	<b>Department</b>	<b>Proposed Start Date</b>	<b>Proposed End Date</b>

<b>CURRENT</b>	<b>VACANT</b>
Position Number: _____	Position Number: _____
Job Code Title: _____	Job Code Title: _____
Grade/Step: _____ / _____	Grade/Step: _____ / _____
Union Code: _____	Union Code: _____

### REASON FOR VACANCY

<input type="checkbox"/> Attrition of former incumbent	<input type="checkbox"/> Incumbent on extended leave	<input type="checkbox"/> New Position
<input type="checkbox"/> Other, please explain _____		

I hereby request the Employment Division to verify the above-named employee meets the minimum qualifications for the vacant higher position. The employee will be assigned and held responsible to fully perform all of the duties normally associated with the above-described vacant position. The employee will perform in the vacant position without limitation as to the difficulty or complexity of assignments or consequence of action.

Attached is a current employment application completed by the Employee assigned to the vacant higher position.

<b>Appointing Authority or Designee Signature</b>	<b>Date</b>
<b>Employee Signature</b>	<b>Date</b>

### Office Use Only

### HUMAN RESOURCES OFFICER REVIEW

Comments:	
Human Resources Officer Signature:	Date:

### EMPLOYMENT DIVISION, HUMAN RESOURCES

Meets minimum qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No	Existing Eligible List: <input type="checkbox"/> Yes <input type="checkbox"/> No
Effective Date:	Position change and salary adjustment end date:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
Employment Division Signature:	Date:

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

<b>Keyed By</b> (Employee ID)	<b>Date</b>	<b>Audited By</b> (Employee ID)	<b>Date</b>
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