




County of San Bernardino JOB CHANGE

A Job Change is the appointment of an employee with regular status from a Job Code Title (Classification) to a position in another related Job Code Title with the same maximum rate of pay. There must be evidence of the employee's ability to perform competently in the new position and/or their employment history is appropriate to the job qualifications of the new Job Code Title.

REFERENCES

Personnel Rules

FORMS REQUIRED

County Employment Application or Résumé (if applicable)
Personnel Requisition (PR) 

MANDATORY FIELDS

All
See Personnel Requisition procedure

GENERAL INFORMATION

All Job Changes require the approval of the Director of Human Resources (HR) or designee **prior** to the employee starting work.

Employees interested in Job Change may contact their assigned Human Resources Business Partner (HRBP).

Inter-departmental Job Changes may be arranged with the approval of the appropriate appointing authorities and the Director of HR. When more than one department is involved, the approval of both appointing authorities is required.

Employees retain regular status in the previous Job Code Title but may be required to serve a new probationary period in the new Job Code Title. *Refer to Personnel Rules, Rule IX, Section 5-Job Changes.*

An inter-departmental Job Change during a probationary period will initiate a new probationary period unless waived by the Director of HR.

Employees will start over at zero step hours (i.e., they must work 1,040 hours before receiving a step increase).

Employees who apply and test and are subsequently hired into a position in another Job Code Title at the same rate of pay, that is not considered a "related Job Code Title, will have probationary status and will serve the required probationary period for the new Job Code Title.

Note: For EMACS purposes, this action will be considered a transfer without promotion (not a Job Change).

Refer to department guidelines for individual procedures.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Obtain completed County Employment Application from employee
- ◆ Complete PR. In the *Action Requested* section, check the *Job Change* box
- ◆ Retain copies of County Employment Application (0440) and PR for department file
- ◆ Forward to Employment, Human Resources for approval
- ◆ Upon receipt of approved PR, prepare a Job Change JAR packet
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Checklist for Job Change 

Employment Status and Wage Notification 