



# County of San Bernardino CHECKLIST FOR PROMOTION OR RECLASSIFICATION

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>
<b>Department</b>		

**PREREQUISITE FOR PROMOTION**

**Note:** Prerequisite(s) must be completed and sent to Employment-Human Resources prior to completing this packet

Personnel Requisition (PR)\*

- [Manual – Include copy with packet](#)
- Online

**REQUIRED FOR PROMOTION**

- Employment Application or Résumé if applicable\*       [Job Action Request \(JAR\)](#)
- [Employment Status and Wage Notification](#)       [Teamsters Member Only - Trust Plan Enrollment](#)

**PREREQUISITE FOR RECLASSIFICATION**

- Civil Service Commission Memo  
*(approved by Human Resources Business Partner [HRBP])*

**REQUIRED FOR RECLASSIFICATION**

- [Employment Status and Wage Notification](#)       [Job Action Request \(JAR\)](#)
- [Teamsters Member Only - Trust Plan Enrollment](#)

**REQUIRED FOR PROMOTION OR RECLASSIFICATION (IF APPLICABLE)**

- [Advanced Step Placement Request\\*](#)       [Dual Appointment Agreement](#)
- [Automobile Election Agreement – Exempt\\*](#)       [Form 700](#)
- [Bilingual Compensation Request – Level I\\*](#)       [Job Share Contract](#)
- [Bilingual Assessment & Compensation Request – Levels II or III\\*](#)       [Trainee Promotion\\*](#)
- [Bilingual Questionnaire/Justification – Levels II or III\\*](#)       [Underfill Agreement\\*](#)
- [Bilingual Assessment & Compensation Request – Safety Unit](#)       [Vision Plan Enrollment/Change Form \(Exempt and Safety/Safety Management/Supervisory\) \(dependent certification is required\)](#)
- [Cell Phone/Portable Communication Device Allowance Elected Officials and Exempt \(Groups A & B\)](#)       Other forms *(if applicable)*
- Contact [ebzd@hr.sbcounty.gov](mailto:ebzd@hr.sbcounty.gov) to schedule Exempt Benefits Orientation\*\*

**No Copies Needed In Packet**

- [Medical Expense Reimbursement \(FSA\) Plan Enrollment\\*\\*](#)

\*Special Districts: Send to Special Districts Human Resources

\*\*Send to Employee Benefits & Services Division-HR