

## Human Resources Memorandum

<b>SUBJECT:</b>  <b>Update to Transfer Policy</b>	<b>NUMBER:</b> <b>HR 13- 26</b>
	<b>DATE ISSUED:</b> <b>12/04/2013</b>
<b>DISTRIBUTION:</b> <b>Managers, Supervisors, Administrative Officers, Personnel Specialists, Personnel Analysts</b>	<b>EXPIRES:</b> <b>N/A</b>

The California Department of Fish and Wildlife (CDFW) Human Resource's Branch (HRB), was informed that effective immediately, the California Department of Human Resources (CalHR) is now requiring that employees seeking a transfer to **another** classification (different title/class code) **MUST** meet the minimum qualifications (MQs) for the new classification. Anyone who does not possess the MQs for the new classification will not be eligible to transfer.

Previously, employees were able to transfer to another position in the same class or in another class with substantially the same salary range. This transfer could be based on salary alone. Now employees must meet the salary requirements and MQs. To facilitate this new requirement regarding transfer appointments, the HRB has developed the following process:

1. When a hiring supervisor selects a potential candidate who is not on an eligible certification list, their application must be sent to HRB's Certification Unit **PRIOR** to a job offer. The Certification Unit will check the salary requirements. The application can be scanned, emailed or mailed to the following staff:

Gretchen Tanguileg, Personnel Specialist; Gretchen.Tanguileg@wildlife.ca.gov; (916) 653-7354. If Gretchen is out of the office, please send the application to:  
April Howell, Senior Personnel Specialist; April.Howell@wildlife.ca.gov; (916) 653-9411.  
California Department of Fish and Wildlife  
Human Resources Branch, Room 1270  
Sacramento, California 95814

2. The appropriate Classification and Pay Analyst will then review the application to ensure the potential candidate meets the MQs for the new classification. The Analyst will notify the hiring supervisor and Personnel Specialist by email whether or not the applicant meets the MQs.

### Transfers within CDFW to an Identical Classification

This new requirement of applicants meeting MQs does **NOT** apply to lateral transfers to an "**identical classification**", (i.e., classification title/class code) within **CDFW**. For example, an Office Technician (Typing) from the North Central Region requests to transfer to an Office Technician (Typing) position in the South Coast Region. Since this is a transfer to an identical classification within CDFW, no further review is necessary.

**Transfers to CDFW from Another State Agency**

HRB will check MQs for **all** transfers from other State Agencies. This requirement is applicable whether or not the transfer is to an identical or different classification.

As we receive additional information from CalHR, the HRB will provide further direction. If you have any questions regarding this information, please contact your assigned Classification and Pay Analyst.