|  |  |  |  |
| --- | --- | --- | --- |
| Received Date: |  | BHR Tracking #: |  |
|  |  |
|  | Bureau of Human Resources Position Transfer Classification Request *(To be completed by both the transferring & receiving bureaus. Receiving bureau please also submit an OM Form. Please contact your HR Business Partner for help coordinating this process)* |
| Requested Transfer Effective Date: |  | **Number of positions to be transferred:**  |  |
| **From Bureau:** |  | **Program:** |  | **To Bureau:** |  | **Program:** |  |
| **Bureau Manager Name:** |  | **Ext:** |  | **Bureau Manager Name:** |  | **Ext:** |  |
| **Signature:** |  | **Date:** |  | **Signature** |  | **Date:** |  |
| **Reason for transfer:**  |  |

**Positions to Be Transferred**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Position ID Number** | Position Classification Title | **From Org Unit** | **To Org Unit** | **Incumbent** | **Employee Job #** |
| **1** | 400      |       | 2000     | 2000     |       | 3000     |
| **Description of major duties & responsibilities which are NOT transferring with position:***
*
*
*
*
 | **List the major duties and responsibilities for this position.***
*
*
*
*
 |
| **#** | **Position ID Number** | Position Classification Title | **From Org Unit** | **To Org Unit** | **Incumbent** | **Employee Job #** |
| **2** | 400      |       | 2000     | 2000     |       | 3000     |
| **Description of major duties & responsibilities which are NOT transferring with position:***
*
*
*
*
 | **List the major duties and responsibilities for this position.***
*
*
*
*
 |
| **#** | **Position ID Number** | Position Classification Title | **From Org Unit** | **To Org Unit** | **Incumbent** | **Employee Job #** |
| **3** | 400      |       | 2000     | 2000     |       | 3000     |
| **Description of major duties & responsibilities which are NOT transferring with position:***
*
*
*
*
 | **List the major duties and responsibilities for this position.***
*
*
*
*
 |

**FPD/HR Action**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Class/Comp Approval:** |  | **Date:** |  | **Comments:** |  | **HRBP:**  |
| **City Budget Office Approval:** |  | **Date:** |  | **Comments:** |  |
| **Position Mgmt Updated:** |  | **Date:** |  | **Comments:** |  |