|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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:** |  | |