



City of Phoenix

Transfer Request Information

As a City employee, you may request a transfer to another department and/or another classification that is equivalent to or below the salary range of the base class of your current position.

A transfer request form is not necessary to transfer to another position within your department if you remain in the same job classification. See your personnel liaison for assistance.

Transfer requests will be processed within five business days and you will be notified of the results by mail.

Employees are certified to transfer eligible lists for two-year periods.

Certification to an eligible list does not guarantee you will be interviewed or selected. The City maintains full list certification, which means candidates may be selected from anywhere on the list (with the exception of eligible lists for public safety promotional positions).

In order for your request to be approved, the following criteria must be met:

- ✓ You are in or have previously been in a regular, full-time certified position. This includes current job share employees who were previously regular full-time.
- ✓ The salary grade of the classification in which you are interested is equivalent to or below the salary grade of the base classification of your current position. *For salary grade information see <http://phoenix.gov/JOBSPECS/jobside.html>.*
- ✓ If you are currently in a temporary full time position, you may use **ONLY** the salary grade of your previous regular full-time certified position as the basis for your transfer request.
- ✓ You meet the acceptable experience and training requirements for the position as indicated on the job description.
- ✓ You must have completed probation if you are requesting a transfer to another department in your current job classification.

Employees **must** apply online and attach a current resume or fill out the online application form along with the Transfer Request form. The information provided in the resume or application is used to determine if you meet the acceptable experience and training requirements for the job classification(s). This information is also made available online to hiring managers. They will review these resumes online to determine whom they will interview.

PERSONNEL TRANSFER REQUEST

One requirement for transfer request approval is that you meet the minimum qualifications for the classification(s) to which you are requesting transfer. You are, therefore, required to provide a description of your experience in sufficient detail to enable Personnel Department staff to make a thorough and effective evaluation. You must include a copy of your resume or completed application (attached form). If approved, your application for transfer will remain on the eligible list for a maximum of 2 years.

Name _____ Empl ID _____ SSN (last 4 digits _____)

Home Address _____ Work Telephone # _____

City/State/Zip _____ Home Telephone # _____

I request that I be considered for transfer from: (Present Job Title) _____

Job Code: _____ Salary Grade: _____ Department: _____

Employment Dates: Present Job (MO/YR) _____ With the City (MO/YR) _____

I request that my name be placed on the transfer list for the following classifications:

Classification	Job Code	Salary Grade	Results (Personnel Dept)
1.			
2.			
3.			
4.			
5.			

Do you have any convictions (other than parking violations and juvenile offenses)? If so give details below. List when, where, and the disposition of the case. For **most** jobs, convictions will **not** automatically be grounds for disqualification from consideration. Relationship to the job will be considered.

APPLICANT'S SIGNATURE

DATE

(PERSONNEL DEPARTMENT USE ONLY)

APPROVED / DENIED BY

DATE

Results Key:

A = Approved	D = Denied: Cannot transfer while on probation in your current classification
B = Denied: Does not meet minimum qualifications	E = Denied Other :
C = Denied: Cannot transfer into higher classification	

How to Apply

1. Apply online through the Transfer recruitment in the list of open recruitments on eCHRIS. This Transfer recruitment can only be seen if you log in to eCHRIS self service with your employee ID. Go to Recruitment Activities and click on the Careers link, then click on the link titled Transfer. While applying online you will either attach your resume or if you don't have a resume, enter in the required job history information. If you need assistance applying for this job, please contact our Application Office at 602-262-6277.
2. Download the Transfer Request Form from the Forms link on the Employment page of the City of Phoenix website or copy and paste this link into your web address
<http://phoenix.gov/jobs/transfer.doc>
3. Send an email to transfers.and.reinstatements@phoenix.gov and attach the completed Transfer Request form in the email or send the completed form through interoffice mail. This form along with the resume you attached through eCHRIS will be the information the Employment Services analyst uses to determine your eligibility for a transfer.
4. Your transfer request will not be processed until a completed transfer request packet has been received. A completed packet consists of applying online via eCHRIS by attaching an electronic resume or filling out the online application AND sending a completed Transfer Request form to Employment Services in the Personnel Department.