

San Bernardino County Department of Behavioral Health

Intra-Department Reassignment Procedure

Effective Date 05/1996
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 CaSonya Thomas, Director

Purpose The purpose of this document is to describe the procedures for intra-department reassignment for the following groups:

- Hiring managers and supervisors
- Employees who wish to be reassigned
- Managers of staff who wish to be reassigned
- DBH Deputy Directors
- DBH Human Resources (HR) staff

Employee Reassignment Process When employees are interested in being placed on the reassignment list or see a position announcement for a program they are interested in being reassigned to, they will complete the [Employee Intra-Department Reassignment Request](#) form, attach a current copy of their resumé, and submit it to the immediate supervisor/manager for approval.

Hiring Managers and Supervisors Process When a position becomes vacant, DBH managers and supervisors may choose to “advertise” the position to internal candidates to determine interest from existing staff. The process to fill the position will be completed as follows:

Step	Action
1	Complete the Request to Fill Position Justification (RTF) form and check appropriate boxes on the on the RTF to indicate if a DBH reassignment list is being requested alone or in addition to a County eligibility list. Route RTF through appropriate approval channels to gain approval to fill the position following existing DBH practices.
2	Upon approval to fill the position, complete the following actions: <ul style="list-style-type: none"> • Develop an announcement <ul style="list-style-type: none"> ○ Include the position classification, program, location, contact information, resumé request and deadline for interested employees to respond. ○ Instruct employees to complete Intra-department Reassignment Request form and submit with resumé to DBH HR Office Assistant (OA) IV. • Send announcement to DBH Webmaster to web blast an email to solicit interest.
3	Once the response deadline passes, work with the DBH HR Office Assistant (OA) IV to request the internal reassignment list, including copies of the Employee Intra-Department Reassignment Request forms and attached resumé.

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Intra-Department Reassignment Procedure, Continued

**Hiring
Managers and
Supervisors
Process,
continued**

4	<p>Interview candidates on the reassignment interest list that you think will be a good fit for your position based upon review of the resumés.</p>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">If you select an internal candidate...</th> <th style="width: 50%; padding: 5px;">If you do not select an internal candidate...</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">a. Contact DBH payroll to request an HR Officer (HRO) check to get approval to make an offer.</td> <td style="padding: 5px;">a. Work with the HR OA IV to request the list from County HR.</td> </tr> <tr> <td style="padding: 5px;">b. Once you receive approval to make an offer, follow DBH practices to make job offer.</td> <td style="padding: 5px;">b. Follow existing DBH practices for selecting and hiring an external candidate.</td> </tr> <tr> <td style="padding: 5px;">c. Contact the employee's current manager to negotiate a start date. Important Note: The start date can be delayed until that program completes this process to fill its position, depending on program needs.</td> <td></td> </tr> <tr> <td style="padding: 5px;">d. Complete an Intra-Department Reassignment (IDR) form to reassign the employee once the start date is determined and submit to Accountant in Fiscal Services.</td> <td></td> </tr> </tbody> </table>	If you select an internal candidate...	If you do not select an internal candidate...	a. Contact DBH payroll to request an HR Officer (HRO) check to get approval to make an offer.	a. Work with the HR OA IV to request the list from County HR.	b. Once you receive approval to make an offer, follow DBH practices to make job offer.	b. Follow existing DBH practices for selecting and hiring an external candidate.	c. Contact the employee's current manager to negotiate a start date. Important Note: The start date can be delayed until that program completes this process to fill its position, depending on program needs.		d. Complete an Intra-Department Reassignment (IDR) form to reassign the employee once the start date is determined and submit to Accountant in Fiscal Services.		
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5	<p>An employee may be returned to his/her program if the position is still vacant. Return to the prior program may occur due to poor performance in the first four (4) pay periods or at the request of the employee.</p>											

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Intra-Department Reassignment Procedure, Continued

Supervisors and Managers of Staff Requesting Reassignment

When supervisors and managers receive the Employee Intra-Department Reassignment Request form from their employee(s), they will follow the process below:

Step	Action
1	Sign the form and mark whether they concur or do not concur with the request. A reason must be included if the supervisor or manager does not concur.
2	Forward the form to the Deputy Director for signature. This step is completed even if either/both the supervisor and/or manager do not concur with the employee's request.

DBH Executive Team Process

Upon receipt of the Employee Intra-Department Reassignment Request form from the manager, the Deputy Director will follow the process below:

Step	Action
1	Sign the form and mark whether he/she concurs or does not concur with the request. A reason must be included if the Deputy Director does not concur. Note: The Deputy Director will have the final decision whether or not the employee is allowed to be considered for reassignment.
2	Route a copy of the form to the DBH HR OAIV for tracking purposes, the manager, the supervisor, and the employee. This step is completed even if the supervisor, manager, and/or Deputy Director do not concur.

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Intra-Department Reassignment Procedure, Continued

DBH HR Staff Process

If an internal recruitment will be completed, DBH HR OAIV will follow the process below:

Step	Action
1	Request a County eligible list if also needed. Gather Employee Intra-Department Reassignment Request forms and resumés. Verify good standing for all received requests.
2	Send Intra-Department Reassignment Request forms and resumés of those in good standing to the program.
3	If a selection is made from the internal recruitment, work with the manager whose employee is transferring to assist them in completing this process.
4	If an internal candidate is not selected, follow existing DBH practices to request a list from County HR.

Related Policy and Procedure

DBH Standard Practice Manual:

- HR 4008: [Intra-Department Reassignment Policy](#)
- HR 4002: [Approval for Filling Vacancies Procedure](#)
- HR 4026: [Position Transfer, Reassignment, and Borrowing Policy](#)
- HR 4026-1: [Position Transfer, Reassignment, and Borrowing Procedure](#)