

Request for Change of Assignment

813.1 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

813.2 POLICY

It is the policy of the Humboldt County Probation Department (HCPD) that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

Transfers will be considered based on criteria that include, but are not limited to the following:

1. Seniority within the classification
2. Job performance
3. Completion of probationary period
4. Additional supervisor input

813.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall do so in writing through the chain of command to the Chief Probation Officer.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

- (a) The member's relevant experience, education, and training.
- (b) All assignments in which the member is interested.