Transfer Documentation

Lateral Transfer - CED Positions

- Personnel Action Request Form
- CED Vacancy Summary & Checklist
- Equivalency Ratio Table
- Offer letter

Agent to CED Positions

- Personnel Action Request Form
- CED Vacancy Summary & Checklist
- Equivalency Ratio Table
- Offer letter

Lateral Transfer - Agent Positions

- Personnel Action Request Form
- Equivalency Ratio Table
- Offer letter

Program Assistant to Agent Positions

- Follow new hire instructions for agent positions

Secretary I or II to Admin Positions within same county

- Personnel Action Request Form
- Offer letter
- Application (optional)

Secretary I or II to Admin Positions into new county

- Personnel Action Request Form
- Offer letter
- Application

Last Update 7/14/08