

Memorandum

*Making Conservation a
California Way of Life.*

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CLASSIFICATION AND HIRING
DIVISION OF HUMAN RESOURCES

Date: May 15, 2018

File:

Subject: EXCEPTIONS TO THE POST & BID PROCESS

Management may exclude certain vacancies from the Post & Bid Process based on the following reasons:

- Mandatory reinstatements
- Placement in lieu of layoff/demotion, appointment from State Restriction of
- Appointment/Surplus lists
- Hardship transfers
- Reasonable accommodations
- Limited Duty
- Proper placement such as but not limited to ADA, workers compensation, Family Medical Leave Act
- Appointments pursuant to court orders, settlement agreements, State Personnel Board decisions
- Management's discretion in transferring employees or denying an employee's transfer for verifiable security, safety or other job related reasons (restraining orders, violence in the workplace, court orders)
- Assignment/Reassignment of employees where needed, under certain circumstances such as, but not limited to, emergencies, reorganizations, budgetary constraints, extreme operational needs
- Involuntary transfers in lieu of geographic relocation
- Promotions in place

Unit 1 and 4 Only-

- Rotations (internal lateral transfers within the same HQ division or district office and no change in position number)

Unit 11 Only-

- Official rotation program for Transportation Engineering Technicians

Questions regarding exceptions should be directed to the Human Resources (HR) Analyst.

If a position is excluded from the Post and Bid process, justification must be included in the PARF packet.