



## 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 application is not necessary to transfer to another position within your department if you remain in the same job classification. See your human resources liaison for assistance.

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

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/employment/descrip/title/index.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.

### **How to apply for a transfer:**

Employees **must** apply online through eCHRIS Self Service. Log onto eCHRIS then go to Main Menu > Recruitment Activities > Careers > 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. 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. You **must** also respond to the transfer questions. Failure to do so may result in the delay or denial of your request. If you need assistance applying, please contact our HR Center at 602-262-6608.