

APPLYING FOR:

**LATERAL TRANSFER/RETURN TO FORMER CLASSIFICATION
RE-EMPLOYMENT
REASSIGNMENT**



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LATERAL TRANSFERS or RETURN TO FORMER CLASSIFICATION

Current employees who wish to transfer to another position with the same classification (title), or who wish to return to their former classification have the option of contacting departments directly and/or participating in the Human Resources recruitment process. The Riverside County Human Resources Department does not maintain a separate transfer list, however must approve the transfer or return to former classification.

RE-EMPLOYMENT

Former employees are eligible to be considered for re-employment into all classifications in which they held regular status and left in good standing. Former employees are encouraged to contact the department(s) directly to inform them they are available for re-employment. Those seeking re-employment are not required to apply through the County Human Resources Recruitment System; however the Human Resources Department must approve the re-employment.

Accepting lateral transfers, return to former classification, or re-employment requests is an option of the hiring department. The department is not obligated to accept the request. The hiring department is only required to interview candidates that have participated in the selection process through the County of Riverside Human Resources Recruitment System and have been referred for an interview.

REASSIGNMENT

Reassignment is when an employee receives new responsibilities while remaining in the same department and retaining their same classification and pay grade. Management has the right to reassign employees within the department as necessary. Employees interested in a reassignment are encouraged to notify their manager. Some departments may have internal processes for requesting reassignment. Reassignments are not part of the Human Resources recruiting process.

COUNTY HUMAN RESOURCES RECRUITMENT SYSTEM

Current employees requesting a lateral transfer or return to former classification, may participate in the selection process through the County Human Resources Recruitment System by following the instructions contained on the job posting. A cover letter stating their interest may be included. All candidates determined to be among the most highly qualified will be processed according to Human Resources recruiting procedures.

Some selection processes may require examinations (written, oral or other) The procedures for applicants to be included in testing may vary. For some tests, applicants are required to contact the recruiter directly; for walk-in testing, applicants must appear at the test site with the required materials. It is the responsibility of the applicant to review the job posting information for specific instructions regarding the testing procedure, including exam instructions, if any.