



ODOT Human Resources

## Transfer Guidelines for Transportation Maintenance Positions

### **PURPOSE:**

A transfer occurs when an employee moves to another position in the same job classification or another job classification in the same or lower salary range. All permanent/limited duration ODOT employees are eligible to apply for the transfer list at any time. Seasonal employees are eligible to apply to and remain on the transfer list during active employment. If you want to be placed on a transfer list refer to the guidelines below.

### **PROCEDURE:**

**You must submit a written request to Recruitment to be placed on the transfer list.** Your request must contain the information outlined below. Incomplete requests will be returned for completion and will delay your immediate consideration for transfer opportunities.

### **Indicate Type of Transfer List:**

*Agency Transfer:* Your name will be placed on the list for transfer opportunities at ODOT only.

*Statewide Transfer List:* Your name will be placed on the transfer list for all state agencies.

### **Indicate Job Classifications**

Indicate the job classification(s) for which you would like to be considered. If you want to be considered for transfers to jobs in classifications other than your present classification, you **MUST** also submit a completed PD100 application. This is in order to verify you meet the minimum qualifications for those classifications.

### **Indicate Geographic Location**

Indicate the specific locations for which you are willing to transfer. You may indicate up to 35 geographic locations, which can be found on the State of Oregon Employment Application (PD100). Please be specific as "ANYWHERE" or designations such as "Eastern Oregon" will not be accepted as a location option.

### **Attach Skill Code Sheets**

If skill codes are required (clerical support services positions) attach the appropriate skill code sheet to your memo. Please refer to the appropriate job announcement for skill code sheet attachments. Announcements can be obtained in the ODOT Recruitment office or by calling the ODOT Automated Application Hotline at (503) 986-4030. Applicants placed on transfer lists with skill codes will be notified **ONLY** when **ALL** skills match. This means that applicants must possess the skills that the manager has requested.

### **For Security Purposes**

You must also provide the following information in order for your request to be processed:

- 1. Employee Identification Number**
- 2. Signature**
- 3. Date of Request**
- 4. Most Current Address, Work/Home Phone Number**
- 5. Any Engineering Certification Registration you possess if applicable (EIT, LSIT, PE, PLS)**

### **Submit Information to:**

ODOT Human Resource Center, ATTN: Transfer List, 2775 19<sup>th</sup> St. SE, Salem, OR 97302-1503 or fax to (503) 378-8957.

### **Recruitment Process for Transfer Lists**

Once placed on a transfer list(s), you will receive a computer-generated notice. Your transfer record information will be valid for one year. You will be notified of vacancies **ONLY** when managers request a **TRANSFER LIST**. Transfer lists are optional lists for hiring managers. They will only be used at the request of the hiring manager. If a manager requests the transfer list, then applicants on the transfer list will be notified of the opening. If interested, applicants must respond to any supplemental requests for information (i.e. application, exam questions, cover letter, etc.) by the close date of the announcement. If you are not interested, you do not need to respond.

If you have any questions regarding transfer lists, please contact Nora Leyva-Esquivel at (503) 378-6721.