



Division 11 Personnel Management

**Chapter 11 – Internal Transfer to Specialty Teams and/or
Specialized Assignments**

January 2009

POLICY

This General Order shall establish a procedure for internal transfers to specialty teams and/or specialized assignments within the Fire/EMS Department. The following process will be used to select all personnel for specialty teams and/or specialized assignments. The Fire Chief, or his/her designee, shall have the discretion to determine the method used to identify personnel for administrative assignments.

DEFINITIONS

N/A

PROCEDURES

It shall be the responsibility of the team/unit commander to submit a written request to the Fire Chief, through the chain-of-command, requesting that the Management Services Commander announce an internal transfer opportunity to a specialty team and/or specialized assignment position. A written request (Team/Unit Transfer Opportunity - Attachment) shall be submitted to Management Services Command, through the chain-of-command, (with appropriate approvals) that justifies the need for the internal transfer, outlines the minimum qualifications for the position, as noted in the Professional Development/Promotional Procedures Manual, and lists recommended members of the interview panel. A Position Description (544) for the transfer position must be attached. Upon approval of the Management Services Commander, the

Human Resources Manager will meet with the team/unit commander to review the announcement format and determine a timeframe for the selection process. Human Resources will internally notify all personnel, or the appropriate class of employees, of the transfer opportunity that will include a description of the job, selection criteria, minimum qualifications, and deadline for receipt of all applications.

Applicants must submit a letter of intent, resume, and all additional information requested in the transfer opportunity announcement. All requested material must be submitted to the Human Resources office by the established deadline. Human Resources and the team/unit commander (or appointed subject matter expert) will review all applications to determine applicants' eligibility. The interview process will be coordinated and monitored by the Human Resources office. Human Resources will notify the Fire Chief, the Management Services Commander, and the team/unit commander of the interview results. The Fire Chief, via Human Resources, will notify the candidate of his/her selection to the specialty unit and/or specialized assignment. Human Resources will notify non-selected candidates.

REFERENCES

Professional Development/Promotional Procedures Manual

FORMS/ATTACHMENTS



Attachment #1 – Specialty Team/Unit
Transfer Opportunity

Attachment

SPECIALTY TEAM/UNIT TRANSFER OPPORTUNITY

TO: Human Resources Manager

Date:

From:

Specialty Unit:

Justification for Request:

Minimum Qualifications:

Names of Recommended Interview Panel Participants:
(List position and qualifications)

Attach a Position Description (544) for transfer position.

Attach additional pages if necessary.

APPROVED:

Lieutenant Colonel

Date

Fire Chief

Date