



Transfer & Rehire List Information

TRANSFER LIST

To be placed on the voluntary transfer list:

1. Submit a complete online application for each job classification you are interested in transferring to.
2. You may be required to take an examination if requested by the Office of Human Resources or the hiring department.
3. The position must be in the same pay schedule as your current class title.
4. You must meet the minimum qualifications of the class title you are requesting to be transferred to. Job descriptions outlining the minimum qualifications for each class title may be viewed at [the job descriptions page](#).

Note: You must meet the requirements outlined above to be placed on a transfer list.

You will remain on the transfer list for one (1) year from the date of your application. Detailed information on the transfer process is outlined in Merit Personnel and the bargaining agreements.

Voluntary demotions are not handled through the transfer process. Information on voluntary demotions is outlined in Merit Personnel and the bargaining agreements.

REHIRE LIST

To be placed on the rehire list:

1. Submit a complete online application for each title classification you previously held as a full-time, permanent, non-probationary County employee.
2. You are eligible to be placed on the rehire list for one (1) year from your date of separation from County employment.
3. For Supplemental Question 1, mark the department you were employed in prior to leaving the County.
4. For Supplemental Question 2, mark "Yes" if you completed your probationary period prior to leaving County employment.
5. For Supplemental Question 4, mark "Rehire" if you are requesting to be placed on the rehire list for any classification in which you held permanent status.