

In order to transfer from one civil service jurisdiction or one agency to another:

1. You must request a transfer in writing (email is fine).
2. In order to determine if you are eligible to transfer, you will need to obtain the following records from your civil service office and upload them when you file your application for employment:
  - (a) your civil service roster record - in order to determine that you are permanent and past probation in your current position;
  - (b) your current job description;
  - (c) a copy of the exam announcement from the test that you took or the most recent one held in your jurisdiction;
3. If the Transfer Opportunity is currently posted on our vacancy list you will need to click "Apply." If not, you will need to work directly with Personnel staff to open up a transfer application.
4. There can be no preferred list in place. If there is, the appointing authority must give first preference to these candidates.
5. There can be no departmental promotion list containing the names of three or more eligible candidates who are willing to accept the job.
6. The Commissioner will use the information provided in #3 above to determine whether or not the examination and minimum qualifications for the test that you took are identical to the test that we hold for our position. If not, and there is a need, we may forward your materials to the State for a determination of comparability.
7. The Commissioner will make the final determination as to whether or not the appointment is for the good of the service.

Transfer eligible is another employment option with status equal to anyone on an eligible list that is reachable. Being transfer eligible does not give any rights to be transferred, obligation to be interviewed or give any extra consideration, but does allow the transfer eligible candidate to be considered without further examination.