

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Subject: Position Reallocation Requests

Number: C 2

Approved: Signature on file

Date: 6/5/17

POLICY

The reallocation study process is used to determine if it is necessary to change the budgeted classification of a filled position due to changes in the complexity, scope, and responsibility of the duties of the position, or in order to utilize a vacant position in another capacity within the organization. The reallocation request memo for a filled position should describe the changed responsibilities, duties, knowledge, skills, and abilities related to a position (not an incumbent). A position reallocation request is not the appropriate mechanism to enhance compensation, reward good performance, retain a specific employee, address increased volume of work, compensate for skills not required of the assignment/position, or address technological changes that do not alter the scope of the work.

For questions regarding Position Reallocation Study, please contact Human Resource Services Department, Classification Unit at 714-834-2832.