



CALIFORNIA STATE PERSONNEL BOARD

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ARNOLD SCHWARZENEGGER, Governor



DATE: APRIL 26, 2005

TO: ALL ON-LINE EXAM/CERT USERS AND EXAM SUPERVISORS/MANAGERS

FROM: STATE PERSONNEL BOARD (SPB) – EXAM SERVICES UNIT

SUBJECT: TRANSFER OF LIST ELIGIBILITY: CLAIRIFICATION TO FEBRUARY 7, 2005 MEMO ON SAME SUBJECT

Just a friendly reminder to those of you who are responsible for reviewing and approving transfer of list eligibility requests.

Please remember:

(1) The transferee MUST be reachable on BOTH lists, the "FROM" AND "TO", except transfers of promotional list eligibility under SPB Regulation 154; (new language); AND

(2) The "TO" department (AKA the "RECEIVING" department) MUST have an existing list (established as a result of a valid examination) in which to transfer the individual's eligibility. **AN ELIGIBLE LIST SHALL NOT BE CREATED AS A RESULT OF TRANSFERRING AN INDIVIDUAL'S LIST ELIGIBILITY.**

This applies to open and promotional lists. This has been SPB's position and practice since approximately July of 2003. Appointments made from "transfer created" lists will be deemed illegal and voided. The SPB's Selection Manual section on this subject is being revised to reflect this.

Alternatives? The hiring department may consider appropriating (borrowing) the list that contains the name of the person they wanted to transfer eligibility for. Just contact the department that "owns" the list to obtain permission to use it and follow the standard appropriate list request procedures. And there's always the exam process. The hiring department may consider administering an examination for the class.

We hope this clears up any confusion that may be out there with regard to transfers of list eligibility.

Please contact us should you have any questions.

Thanks!