
**ORANGE COUNTY SOCIAL SERVICES AGENCY
CFS OPERATIONS MANUAL**

Effective Date: October 1, 1998
Revised: May 11, 2007
Revised: March 2, 2010
Revised: August 8, 2014

Number: B-0201

Assignment Preference

Purpose	To provide guidelines for maintaining assignment preferences and filling vacant Senior Social Services Supervisor (SSSS), Social Services Supervisor I and II (SSSI/II), and Social Worker I and II (SWI/II) positions.
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Approved	This policy was approved by Gary Taylor, Director of CFS, on, August 8, 2014. <i>Signature on file.</i>
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Most Recent Revision	This revision of the Policy and Procedure (P&P) removes the Senior Social Worker (SSW) position. Refer to CFS P&P Senior Social Worker Staff Rotation (B-0218) for information related to assignment preferences and rotation of SSW positions.
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Background	This P&P provides a systematic method for processing employee transfer requests and rotation among programs. This process replaces transfer memos.
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Definitions	None.
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POLICY

Assignment Preferences	On an annual basis, CFS employees in the SSSS, SSS I/II, and SWI/II classifications will complete and submit the SSSS, SSS, SW <i>Assignment Preference Form (F063-01-68)</i> . Annual submission dates for programs will be determined by the CFS Personnel Coordinator, and email notification will be made to Program
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Managers (PMs) and their employees.

If an employee wishes to change an assignment preference prior to the next annual submission date, an updated *SSSS, SSS, SW Assignment Preference Form (F063-01-68)* may be submitted at any time during the year.

The completed form will provide:

- A. Information regarding the employee's current assignment, education, and special skills (including language certification).
- B. Prioritization of the employee's three preferred assignments, which may include their current position. One of the preferred choices must be a primary case-carrying assignment in a continuing court or dependency investigations program (identified on the form).

Completed, signed forms will be routed as directed on the *SSSS, SSS, SW Assignment Preference Form (F063-01-68)*.

SSSS, SSS, SW Assignment Preference Forms (F063-01-68) will be kept on file for one year from the submission date and will be superceded by any updates received during the year.

The assignment preference information will be maintained and updated, as received, by the Personnel Tracking Unit on an Access database titled "Assignment Preference List."

**Program Use
of Assignment
Preferences**

As vacancies occur, PMs will consider:

- A. The Assignment Preference List prior to the new hire or promotional certification lists.
- B. Needs of the program.
- C. Specific skills needed in the available position.
- D. Employee preferences, job performance, length of time in current assignment, and seniority.

PMs will not select an employee for rotation who:

- Is on probation
- Has substandard performance
- Has been in the current assignment less than three years

Exceptions: The above criteria will not apply for newly created assignments. Additionally, CFS Administration will have discretion to move staff within programs as needed.

The selecting PM will contact the employee's current PM to discuss the rotation. When a decision has been made, the selecting PM will notify the CFS Personnel Coordinator of the selection via email. The employee will also be notified of the pending move in a timely manner. Work hours, flex days, and approved annual leave will be discussed and accommodated, if possible, with the receiving supervisor prior to the transfer.

Involuntary Rotation

If a vacancy cannot be filled from the Assignment Preference List and a new or promotional hire is not appropriate, CFS Administration will determine if involuntary rotation is necessary.

Interagency Transfers

Staff wishing to transfer to another agency within Orange County will send the request to Human Resources (HR) by completing and submitting a transfer request (available via the [Orange County Human Resources \(HR\) Career Finder](#) website).

Interagency transfer requests will be kept on file for six months, after which the requests must be resubmitted to receive ongoing consideration by county agencies.

REFERENCES

Attachments and CWS/CMS Data Entry Standards

Hyperlinks are provided below to access attachments to this P&P and any CWS/CMS Data Entry Standards that are referenced.
None.

Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on the link provided.

- [Orange County Human Resources Career Finder](#)
- CFS P&P [Senior Social Worker Staff Rotation \(B-0218\)](#)

Other Sources Other printed references include the following:

None.

FORMS

Online Forms Forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
SSSS, SSS, SW Assignment Preference Form	F063-01-68
Change Control Form	F063-25-482

Hard Copy Forms Forms that may be completed in hard copy (including multi-copy NCR forms) are listed below. ***For reference purposes only***, links are provided to view these hard copy forms, where available.

Form Name	Form Number
None.	

CWS/CMS Forms Forms that may **only** be obtained in CWS/CMS are listed below. ***For reference purposes only***, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
None.	

Brochures Brochures to distribute in conjunction with this policy may include:

Brochure Name	Brochure Number
None.	

PROCEDURE

Actions—
Annual SSSS, SSS, SW Assignment Preference Form or Voluntary Update
 Complete the following actions when submitting a SSSS, SSS, *SW Assignment Preference Form (F063-01-68)* annually or a voluntary update at any time during the year.

Staff Responsible	Step	Required Action
CFS Personnel Coordinator/ Personnel Tracking Unit	1.	Send an email reminder to effected CFS staff (SW I/II, SSS I/II, and SSSS) one month prior to expiration of the SSSS, SSS, <i>SW Assignment Preference Form (F063-01-68)</i> . Include a hyperlink to the SSSS, SSS, <i>SW Assignment Preference Form (F063-01-68)</i> in the email.
	2.	Complete Section I of the SSSS, SSS, <i>SW Assignment Preference Form (F063-01-68)</i> . Sign and date.
SWI/II, SSSI/II, SSSS	3.	Email the SSSS, SSS, <i>SW Assignment Preference Form (F063-01-68)</i> to the CFS Assignment Preference In-Box.
	4.	Complete Section II of SSSS, SSS, <i>SW Assignment Preference Form (F063-01-68)</i> and email to: <ul style="list-style-type: none"> • PM or secretary of the three programs selected • Current PM or secretary • Employee
CFS Personnel Coordinator/ Personnel Tracking Unit	5.	Enter the information from each SSSS, SSS, <i>SW Assignment Preference Form (F063-01-68)</i> into the CFS Assignment Preference database, including: <ul style="list-style-type: none"> • Name • Start date of current assignment • Current job classification • Start date in current job classification • Unit code number • Language certification • First, second, and third choice assignment preferences • Date received

Actions— Vacant Positions	Complete the following actions when a CFS program has a vacant position.	
<u>Staff Responsible</u>	<u>Step</u>	<u>Required Action</u>
Selecting PM	1.	a. Review and consider SSSS, SSS, <i>SW Assignment Preference Forms (F063-01-68)</i> on file. b. Request and review a current assignment preference report from the CFS Personnel Coordinator.
	2.	When considering an employee for rotation, contact their current PM to obtain any additional information (e.g., recent internal assignment changes, performance issues, etc.). When considering a SSSS rotation, contact the assigned Deputy Director (DD) for approval.
		Note: Do not discuss the possible rotation with the employee until the above steps are completed.
	3.	When notified that decision has been made: a. Contact employee. b. Coordinate transfer date with current PM. c. Notify CFS Personnel Coordinator and program secretary of employee selection and effective date.
Sending and Receiving Program Secretaries	4.	Complete and forward a <i>Change Control Form (F063-25-482)</i> to CFS Personnel Coordinator In-box with a copy to the CFS Personnel Coordinator.
CFS Personnel Coordinator	5.	Notify Personnel Tracking Unit of employee selection and effective date.
	6.	Update CFS Assignment Preference database with new information.

LEGAL MANDATES

None.