

Instructions for DCFS HR-11, Reallocation Request (Revised 4/2014)

Purpose:

The form is used to request reallocation of a position, and if filled the employee in the position. The reallocation request may either involve a change in level of a position that is included in a Career Progression Group (CPG) or be based on an updated individual position description (SF-3).

Preparation:

First Line (Immediate) supervisor completes the form, signs/dates in the “Justification Statement by Immediate Supervisor” section, and attaches the employee’s current updated application. If the request is based on an updated position description, the supervisor and employee also completes and attaches an updated SF-3 Position Description form.

Disposition:

For a reallocation request involving a filled position, the HR-11 and updated application are filed in the employee’s personnel record maintained by the State Office Human Resources Section. If an SF-3 Position Description form was also completed, then a copy of the 1st page of the approved allocated SF-3 form is also filed in the employee’s personnel record along with the HR-11.

The entire allocated SF-3 form is maintained in the Position Description files maintained by the State Office Human Resources Section.