

Multifamily Housing Transformation Job Exchange Program

About the Program

In an effort to reduce the impact of the Multifamily Housing Transformation (MFT), the Department has created the MFT Job Exchange Program. This program will allow MFT-impacted employees who wish to remain in their current locations to make their positions available for "exchange" with other employees who would like the opportunity to either relocate or accept a buyout/early retirement (if they are otherwise eligible, but not in a covered position).

The program will be administered by the OCHCO's Special Employment Programs Division, in coordination with the MFT team.

Overview

- A. Each iteration of the MFT Job Exchange Program will consist of two windows:
 - 1. Window 1 is when MFT employees will be able to submit a request to have their positions for exchange.
 - 2. Window 2 is when other Department employees will be able to request consideration for available exchange opportunities.
- B. During Window 1, the MFT employee submits his/her position for exchange.
- C. RSD will post the job exchange opportunity.
- D. During Window 2, other Department employees interested in exchanging will "apply" for the opportunity.
- E. Each employee must be comparably qualified for the others position. RSD will make the qualification determination.
- F. RSD will provide each program office official the names of the *comparably qualified*¹ candidates.
- G. Program office officials will determine exchange pairings.
- H. Employee selected will be offered an exchange.
- I. Exchanges will take place. The MFT employee will occupy his/her new position outside of Multifamily. The other employee will become part of multifamily and continue with the process of relocating or separating from the Department.

¹Two or more employees having the same or like specialty and quality of experience that would result in the employees being reasonably interchangeable. Any of the comparably qualified employees would be able to assume the duties of the position with little to no loss of productivity or negative impact to operations.

For Detailed information, select one of the boxes below:

I AM A:
(select one)

**MFT Employee
Interested in
Submitting My
Position for
Exchange**

**Employee
Looking For a
Job Exchange
Opportunity**

**Program Office
Official Looking
for
Information**