



Classification requests that qualify for the Fast Pass procedure allow departments to streamline the submission of their request. Fast Pass classes are primarily categorized by bargaining unit (with some exceptions) as most new position requests are routine and non-controversial.

ELIGIBLE BARGAINING UNITS

All new position requests for classes in the following bargaining units are eligible for the Fast Pass procedure, with some exceptions

Administrative Services	Probation
Attorney	Professional
Clerical	Safety
Craft, Labor & Trades	Specialized Fire Services
Firefighters	Specialized Peace Officers
General Fire Support	Technical & Inspection
General Non-Represented	Water and Sanitation
Nurses	

EXCEPTIONS INCLUDE:

- Classifications with lead responsibilities
- Program Specialists
- Fire Engineer
- Fire Prevention Specialist
- All IT (e.g., Business Systems Analyst)
- All Analysts (e.g., Staff Analyst)
- Fire Captains
- Fire Prevention Officers
- Hazardous Materials Specialist II-IV

Note: Human Resources may add or remove classes from the exceptions list as appropriate.

NON-ELIGIBLE BARGAINING UNITS

All new position requests for classes in the following bargaining units are **NOT** eligible for the Fast Pass procedure

Emergency Services	SPO Supervisory
Exempt Group (County/County Fire/SDD)	Supervisory
Fire Management	Supervisory Non-Represented
Management	Supervisory Nurses

Departments must complete the required sections on the [Position/Class Request Form](#) and submit form to their CAO - Finance Analyst for review. Please contact the Compensation Team at 909.387.8304 or CompensationTeam@hr.sbcounty.gov if you have any questions about your request or need assistance completing the form.