

OUT OF CLASS EXPERIENCE FOR
 EXAMINATION PURPOSES ONLY
 (See Reverse side of Form prior to completing)
 CDFW (REV 01/14)

NOTE: Approval of this request will in no way affect
 employee claims for out-of-class compensation.

SECTION A (To be completed by Employee)		
EMPLOYEE NAME	DIVISION/BRANCH/REGION	CURRENT CLASSIFICATION
EXAMINATION TITLE FOR WHICH EMPLOYEE IS APPLYING (If applicable)		
CLASSIFICATION OF EMPLOYEE WHEN DUTIES WERE PERFORMED		
DATES OF OUT-OF-CLASS EXPERIENCE FROM : ___/___/___ TO : ___/___/___	DIVISION/BRANCH/REGION	TOTAL TIME REQUESTED
DESCRIPTION OF DUTIES PERFORMED AND PERCENTAGE OF TIME (Please attach duty statement)		
CLASSIFICATION OF OUT OF CLASS EXPERIENCE (Exam purposes only)		
REASON FOR OUT-OF-CLASS EXPERIENCE (Exam purposes only) _____ _____ _____		
EMPLOYEE SIGNATURE		DATE

SECTION B (To be completed by Supervisor)	
Are the dates, duties and circumstances as described by employee accurate (please attach substantiation) YES _____ NO _____	
AUTHORIZING SUPERVISOR'S SIGNATURE WHERE DUTIES WERE PERFORMED	DATE

SECTION C (To be Completed by Deputy Director/Branch Chief/Regional Manager)		
DEPUTY DIRECTOR/BRANCH CHIEF/REGIONAL MANAGER SIGNATURE		
RECOMMEND APPROVAL _____	RECOMMEND DENIAL _____	DATE

SECTION D (Human Resources Branch - HRB use only)	
CONCLUSION OF APPOINTING AUTHORITY	APPROPRIATE CLASS TO WHICH DUTIES DESCRIBED
EMPLOYEE REQUEST IS: _____ APPROVED _____ CONDITIONALLY APPROVED _____ DENIED (Supporting documents attached)	
HRB ANALYST SIGNATURE	DATE
APPOINTING AUTHORITY SIGNATURE	DATE

STATE PERSONNEL BOARD RULE 212

Pursuant to State Personnel Board Rule 212, employees may file for out-of-class experience in meeting minimum qualifications for an examination. Requests shall not be made prior to performing out-of-class duties a minimum of 30 consecutive calendar days, **nor later than one year after the ending date of the out-of-class duties.**

DEFINITION OF OUT-OF-CLASS

For excluded and most rank-and-file employees, out-of-class work is defined as **more than 50 percent** of the time performing the full range of duties and responsibilities allocated to an existing class and not allocated to the class in which the person has a current legal appointment. This means the inappropriate assignment of duties of a different classification.

To be eligible for out-of-class consideration, the work experience must be gained by the performance of duties outside the class concept of the employee's class of appointment.

Performance of duties of another classification does not automatically qualify the position to be improperly classified. An employee will be found to be working in another classification only when he/she is performing the full range of duties of the other class on a regular and consistent basis. Performing duties of another class occasionally or as an incidental part of or as an incidental part of an employee's assignment is not working out-of-class.

DIRECTIONS FOR COMPLETING THIS FORM

Section A

Employees who are interested in having out-of-class experience certified for exam purposes must complete Section A of this form, attach a duty statement and send it to their supervisor. The request need not be related to a scheduled exam, however, if it is, a copy of the approved verification must be attached to the employee's application. This form should be filled out as completely and comprehensively as possible.

Section B

Supervisor will review, make written recommendation, sign and forward to the Deputy Director/Regional Manager/Branch Chief.

Section C

Deputy Director/Regional Manager/Branch Chiefs must complete Section C and return it to the employee, within 5 working days. The employee is then responsible for forwarding the package to the Human Resources Branch (HRB).

Section D

Department of Fish and Wildlife's Chief – HRB makes the final determination as to whether or not the duties performed constitute out-of-class experience. Section D is completed by the Chief – HRB and the Exam Unit will notify the employee by mail of the determination.

Employees who wish to appeal departmental denials of out-of-class requests should contact the State Personnel Board Appeals Division within thirty days of the denial.

A copy of the approved verification must be attached to the state application when filing for examinations in order for out-of-class experience to be used in meeting the minimum qualifications.