



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: VERIFICATION OF EXPERIENCE**

**Policy No.: A236**  
**Supersedes: January 15, 2004**  
**Revision Date: March 23, 2010**  
**Reviewed July 6, 2013**  
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### **PURPOSE:**

When an employee is filing a job application, the employee's job experience may have been in a class in which such work is not ordinarily performed. This experience will not be considered unless it is verified in writing by the Human Resources Director, Chief Executive Officer, or designee. A letter verifying such experience must be filed with the application or must be submitted before the last day of filing applications. (See Attachment I)

**NOTE:** The job experience must have been fully documented and made part of the Out-Of-Class Letter, Letter of Commendation, etc. Unless such experience is properly documented, a Verification of Experience letter will not be authorized.

### **PROCEDURE**

Each department shall follow the attached format when completing a Verification of Experience letter. Unless otherwise stated on the exam bulletin, the letter must be addressed to the Human Resources Director of the facility conducting the exam. For example:

For applications to be submitted at RLANRC Human Resources (DHS):

Director of Human Resources  
Rancho Los Amigos Medical Center  
7601 E. Imperial Highway Bldg. 500, Rm. 75  
Downey, CA 90242

For applications to be submitted at the Office of Human Resources (DHS):

Director of Human Resources  
Department of Health Services - Human Resources Division  
5555 Ferguson Drive, 1st Floor, RM 120 - 127  
City of Commerce, CA 90022

For applications to be submitted at the Department of Human Resources (DHR):

Director of Department of Human Resources  
Department of Human Resources  
Employment Information Services Office  
3333 Wilshire Blvd., Suite 100  
Los Angeles, CA 90010

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EFFECTIVE DATE: March 30, 1994

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

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Once the letter is completed, it must be verified and signed by the Department Head. The letter shall be forwarded to Human Resources at least three days prior to the last day of filing date of the examination.

Human Resource Operations shall verify the accuracy of the dates and experience by ensuring that there is documentation on the employee's personnel folder.

Once the letter is approved, by the Human Resources Director, the employee shall be notified. A copy of the letter shall be placed in the employee's Official Personnel Folder.

**REFERENCE:** Department of Health Services, Policy 712

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