

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: DUTIES VERIFICATION LETTERS

POLICY NO. 712

PURPOSE:: To govern the preparation and certification of Duties Verification Letters.

POLICY:: Duties Verification Letters must be certified by the Personnel Officer. The Duties Verification Letter should list all the significant duties and responsibilities assigned to and performed by the employee. Additionally, the letter should identify the proportion of time the employee spent on those duties, the specific period of time during which she/he was assigned to those duties and the unit(s) to which she/he was assigned while performing those duties. This experience must be confined to work performed in the Department of Health Services.

DEFINITIONS:: A Duties Verification Letter is a letter sent to the Department of Personnel which states that an employee has performed duties different from or in excess of those required by her/his regular job title, and that this work experience qualifies the employee to take a specific examination.

Deputy Director as used in this policy includes the Executive Director of the LAC/USC Medical Center and the Medical Director, Health Services.

DOCUMENTATION:: In order for an employee to be credited with out-of-class experience for a specified period of time in a specified classification, the employee's Personnel File must contain one of the following documents confirming her/his performance of all the significant duties of the other specified classification.

1. Performance Evaluation or Report on Probationer signed by the immediate supervisor as rater, the Division Chief as reviewer, and the Deputy Director or her/his designee as Department Head;

2. Letter or memorandum (dated some time prior to the request for a Duties Verification Letter) from the immediate supervisor, noted and approved by the Division Chief and the Deputy Director or her/his designee; or

3. Copy of the CS/2, together with duties statement, showing that the other classifications had been frozen for the employee.

VERIFICATION:: Duties Verification Letters must be reviewed and signed directly by the Personnel Officer or her/his designee.

EFFECTIVE DATE: Dec 01, 1980

SUPERCEDES: November 24, 1975

APPROVED: Signature on File
