STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

OUT-OF-CLASS VERIFICATION

GS 801 (New 9/86)

PLEASE PRINT OR TYPE

INSTRUCTIONS ON REVERSE

EMPLOYEE'S NAME (LAST) (FIRST) (MI)	SOCIAL SECURITY NO. — —
CURRENT CLASSIFICATION	DGS OFFICE WHERE CURRENTLY EMPLOYED
WORK ADDRESS (CITY) (ZIP)	WORK TELEPHONE NO.
CURRENT SUPERVISOR'S NAME AND WORK ADDRESS	WORK TELEPHONE NO.
CLASSIFICATION WHILE PERFORMING OUT-OF-CLASS DUTIES	DATES FROM TO
NAME OF OFFICE AND ADDRESS WHERE OUT-OF-CLASS DUTIES PERFORMED	
NAME OF SUPERVISOR WHO MADE ASSIGNMENT / WORK ADDRESS	WORK TELEPHONE NO.

DESCRIPTION OF OUT-OF-CLASS DUTIES (USE ADDITIONAL SHEETS IF NECESSARY)

DESCRIPTION OF CIRCUMSTANCES NECESSITATING OUT-OF-CLASS ASSIGNMENT (TO BE COMPLETED BY SUPERVISOR)

EMPLOYEE'S SIGNATURE ▶	DATE	SUPERVISOR'S SIGNATURE ▶	DATE

☐ THE OUT-OF-CLASS REPORT IS DENIED (SEE REASON ATTACHED)

☐ THE DGS PERSONNEL OFFICE CERTIFIES THAT THE ABOVE NAMED EMPLOYEE SHALL BE CREDITED WITH

PERSONNEL MANAGER ▶	DATE

OUT-OF-CLASS VERIFICATION

INSTRUCTIONS

State Personnel Board Rule 212 permits state employees to use verified out-of-class experience in qualifying for promotional exams.

Out-of-class experience is that work experience gained by the performance of duties outside of the class concept of the employee's class of appointment. The minimum verifiable length of out-of-class experience is 30 consecutive calendar days.

If you believe you have worked out-of-class for a minimum of 30 days and wish to receive credit when applying for promotional exams, complete the front side of this form.

1. Provide as much information about the out-of-class duties as possible, including the percentage of time spent performing out-of-class duties. Use additional sheets if necessary.

2. Sign and date the form and obtain the signature of the supervisor who assigned the out-of-class duties (preferably) or another supervisor who can verify the out-of-class assignment.

3. Attach any supporting evidence that is available.

4. Forward the form to: Personnel Manager
   Department of General Services
   915 Capitol Mall, Room 470
   Sacramento, CA 95814

5. The Personnel Manager will respond to your request in writing.

6. Attach a copy of the Personnel Managers' response to your Application for Examination (STD. 678) when applying for examinations where the out-of-class experience will be used to meet the minimum qualifications.