

Clarification on “Performing the Duties of...”

Selection Manual section 6200.8, “Interpreting Promotional Experience” provides guidance on “performing the duties of...” as follows:

To meet this requirement, the applicant must have the amount of experience in State service in the class (or on a T&D to the class) specified.

There may be limited instances where a candidate has performed the duties of a specific class, but may not be in that class. In these instances, the specific duties must be reviewed.

For example, a Fair Employment and Housing Consultant III (Specialist) has the following MQ’s:

Either I

One year of experience in the California state service performing the duties of a Fair Employment and Housing Consultant II.

Or II

Experience: Four years of the above-described experience. (Experience in the California state service applied toward this requirement must include at least one year in a class with a level of responsibility equal to a Fair Employment and Housing Consultant II.) and

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.

The hiring authority has hired both Fair Employment and Housing Consultant IIs and AGPAs to (1) perform investigations and settlement of discrimination complaints, (2) analyze data, (3) contract compliance reviews; and, (4) participate in community relations activities. In this example, **both classes** are working side by side, fulfilling the same duties.

However, for the Consultant III position, only the Consultant IIs are eligible in the inside pattern (Pattern I). In this case, the AGPAs performing the same duties as the Consultant IIs should be allowed to apply under Pattern I. AGPAs working at DMV performing investigations would **not** be allowed to apply under Pattern I because those candidates are not performing the exact same duties as a Consultant II.