



EVALUATING WORK EXPERIENCE

The [Minimum Qualifications Toolkit](#) is a searchable catalog of qualification determinations. These qualification determinations cover detailed decisions within Staffing on varying types of qualifying experience, education and training relating to certain classified job titles. The Minimum Qualifications Toolkit organizes these qualification determinations so that human resources personnel will be able to use them in making decisions in qualifying applicants. The toolkit is accessible via the [HR Info Portal](#), which can be found on the [main SCS website](#). As agencies use the toolkit, a need may arise to add certain qualifying experience or education or make other changes. In order to maintain the integrity of the data, only the Department of State Civil Service can currently make changes. Agencies wishing to change or add current information should submit a written request to your Agency Relationship Manager.

- **Determining Professional Level:**

- For jobs in State service, only those jobs with an EEO code of PR (professional) or OA (officials and administrators) are professional level. The EEO codes can be found in the View Pay Plan option available on the OPEN System or by searching for the job title using Job Information and Test Finder.
- For jobs outside of State service, jobs with comparable duties to jobs in State service that are considered professional will also be considered professional.

- **Qualifying Education**

It has always been the policy of State Civil Service to allow a master's degree in a specialized field to substitute for a required baccalaureate degree in the same specialized field. Please refer to the following as stated in the Minimum Qualification Toolkit:

- When an MQR requires a specialized baccalaureate degree, and an applicant has a non-qualifying baccalaureate, but has a master's degree in the specialized field, allow the master's degree to substitute for the specialized baccalaureate degree.
Example: The MQR requires a baccalaureate degree in English; the applicant has a bachelor's degree in mass communications, but has a master's degree in English. We would qualify the applicant on the basis of the master's degree.
- When an applicant lists their experience gained during an internship that was also used as part of their degree program, this cannot be credited as qualifying work experience. This is considered coursework and is already credited toward their educational requirement. We do not allow double credit as both coursework and work experience.

- **Employment Dates**
 - When reviewing employment dates for applicants, please note that applicants are only able to enter the beginning and ending month and year of employment. We are no longer able to capture the “day”. When calculating dates in this manner, you will only credit **either** the first month or the last month in addition to the months in between.

- **Crediting Full-time and Part-time Experience**
 - 32 hours or more worked per week is credited as full-time work experience
 - Any work experience less than 32 hours per week must be pro-rated based on a 40 hour work week.

- **Percentage of time spent performing duties**
 - The LA Careers online application does not provide a specific space for applicants to indicate percentage of time spent on different tasks or duties.
 - Qualifying duties must be performed a **substantial** amount of time.
 - For jobs where we have used the 100% standard, the requirement will now be that qualifying duties be the **sole** duties performed. Jobs in these fields requiring duties to be the sole duties performed are law enforcement and human resources/personnel.

- **Crediting Military Experience**
 - Experience gained in enlisted ranks of E-1 through E-4 is credited with non-professional level experience.
 - It is our policy to credit experience gained in qualifying fields in Non-Commissioned Officer (NCO) ranks, i.e., E-5, E-6, E-7, E-8, and E-9 enlisted grades as professional level experience provided there are no licensure or industry-standard requirements that would serve as a barrier in the career series, such as Licensed Practical Nurse, non-degreed engineers, Paralegals, etc.
 - All experience in Warrant Officer or Commissioned Officer grades is also considered professional level.
[For a chart listing military rank and associated titles, click here](#)

- **Crediting Duties Within the Job Specification**
 - The employee is routinely credited with duties claimed and contained in the job specifications of the jobs he/she has occupied. In the absence of other information, he/she is assumed to have performed only these duties. However, if he/she is in a supervisory job and needs direct-line supervision to qualify for the job for which he/she is applying, he/she must also claim the number and titles of subordinates on his application in order to be credited.
 - When duties are claimed that are not contained within the scope of the job specification, they must normally be substantiated by an official position description contemporary to the time the duties are claimed. The position description must be an official document processed by SCS through the normal procedures. The duties are

credited from the date the updated position description is stamped “Received” by State Civil Service. There is no retroactive credit given for time the duties may have been performed prior to receipt of the position description.

- **Crediting Duties in the absence of a Position Description**
 - In the absence of a position description, other evidence will be considered. When evidence is contradictory, greater weight will generally be given to official documents over unofficial ones and to detailed and specific information over more general information. Although there is no definitive list of the types of evidence that may be accepted from an applicant to credit experience outside the job specification, the evidence must normally satisfy these criteria:
 - The document must be contemporary to the time duties are claimed. Testimonials written today claiming duties were performed in the past are not acceptable.
 - The dates that the duties were performed must be clear from the documents presented.
 - The document must clearly identify the applicant as the one who performed the duties and support the claim that the qualifying duties were a substantial duty assignment.

- **Examples of documents accepted in lieu of a position description**
 - Performance appraisals written on the applicant contemporary to the time duties are claimed and describing the duties in sufficient detail for credit to be given.
 - Performance appraisals signed by the applicant as evidence of performing supervisory duties.
 - Work orders describing duties.
 - Internal memoranda contemporary to the time duties are claimed which indicate assignment of duties.