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HR Handbook Update No. 2012 – 0012

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: HR Handbook Update – Update to Staffing Section

Issue Date: July 27, 2012

This is to advise agencies that the Staffing section of the HR Handbook has been updated to reflect a name change. The name of the current Admit Note Database is being changed to Minimum Qualifications Toolkit. The changes are reflected in the Table of Contents and Section 4 – Minimum Qualifications.

REASON FOR THE CHANGE: The name change is due to additional minimum qualification interpretation tools being added to the State Civil Service website that will assist agencies with interpreting minimum qualifications.

In addition to the qualifying notes and accrediting bodies previously included, we have added a spreadsheet with definitions of experience fields found in many minimum qualification requirements for classified state jobs. Furthermore, we have added a link to foreign degree evaluation services. We hope that these resources will aid user agencies in screening applicants who apply to their postings.

If you have any questions, please contact your Staffing consultant at (225) 342-9390.

Sincerely,

s/Shannon S. Templett
Director