



STATECIVILSERVICE

## JOB AIDS AND RESOURCES

### Minimum Qualifications – Development and Evaluation Requests for Minimum Qualification Change

#### **REQUESTS FOR MINIMUM QUALIFICATION CHANGE**

- Must be submitted in writing to your Agency Relationship Manager.
- May be proposed as part of a job study. Such job studies:
  - Involve request for pay level changes
  - Involve comprehensive changes to job specifications
  - Involve changes in Minimum Qualifications
  - Often involve creation of new job titles
- State Civil Service sets Minimum Qualifications for jobs after obtaining input from user agencies
- Regardless of whether proposed MQ changes are submitted as part of a job study or directly to State Civil Service, the hiring agency should submit justification for their request. Possible factors to consider when determining justification include:
  - What problem is the proposed change in MQ's expected to solve? How does it solve it?
  - What percentage of current incumbents will meet the proposed new MQ? Individuals who will not meet it need to be counted and identified so it can be determined what to do with them if the new MQ is implemented.
  - From where do you expect to draw applicants for this job? Within the agency? Inside state service? Outside state service?
  - Will the applicants you want to reach qualify under the proposed MQ's?
  - What are the classified jobs, if any, from which you wish to consider applicants for this job? Will they qualify under the proposed MQ?
  - Are desired career paths for employees preserved under the proposed MQ's?
  - Is there an impact on other similar job classes or changes that will have to be made to qualifications in other job classes as a result of the proposed change?
  - How many vacancies have you filled in this job in the past year? Were there any specific problems with the applicant pool (not enough applicants' available, poor quality applicants, inability to reach the good quality applicants, etc)?
  - Have there been specific problems with the quality of applicants? What are they lacking?
  - If a particular certification (e.g., by some nationally recognized organization) or a specific educational credential is requested on the basis that it is required by law, documentation of this must be submitted with the request. In cases where the requirement is not one of law, information on the availability of the certification or credential (e.g., where it can be obtained, the percentage of applicants likely to have it) as well as testing or other requirements for obtaining the certification or credential should be submitted.