



**Byron P. Decoteau, Jr., Director**

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## GENERAL CIRCULAR NUMBER 2025-022

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**DATE:** April 15, 2025

**TO:** Heads of State Agencies and Human Resources Directors

**SUBJECT:** Minimum Qualifications Modernization Update – Q1 Revisions

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The Department of State Civil Service is pleased to announce that, following the completion of the first quarter utilizing the revised minimum qualifications (MQs), we have identified necessary revisions and have also received requested changes from agencies. As a result, we will be implementing updates this week.

As with all updates, it is essential that our systems accurately reflect all changes. To minimize disruptions to stakeholders, we will take advantage of the current hiring freeze and the resulting low volume of job postings to implement these updates. This approach will allow us to proceed without enacting a job posting moratorium.

### Important Dates to Remember:

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**April 20, 2025 (midnight)** *All job postings for affected job titles will close.*

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**April 22, 2025**

*Effective date of revised minimum qualifications of affected job titles.*

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*Agencies may resume submitting job postings for affected titles.*

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### System Updates:

- Necessary changes to the LA Careers and One Stop Job Information and Finder will be completed by Monday, April 21<sup>st</sup> to facilitate the necessary changes.

### Affected Job Titles (HR Portal):

- All affected job titles reflecting these updates will be posted on the HR Portal this week for your review.
- We encourage all stakeholders to review these changes carefully to be aware of the job titles with necessary revisions.

We appreciate the valuable feedback received throughout the first quarter of this year, which has helped shape the proposed changes. Please continue to reach out to our team with any questions or concerns. The Talent Acquisition and Workforce Development Division staff are available to assist with questions or urgent staffing needs during this time. Please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator, for support.

Sincerely,

s/Byron P. Decoteau, Jr.  
State Civil Service Director