

Office of Personnel Management

Policy

Policy Title: Minimum Qualifications	Policy Number: 10.03
Citation: Arkansas Code Annotated § 21-5-207	Forms: Substitution of Minimum Job Qualifications http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx

Specific Provisions

Agency Directors and Institution Heads shall certify that the qualifications of persons appointed or promoted to positions within an agency or institution meet or exceed the minimum qualifications as stated on the class specification.

To ensure a valid relationship exists between the minimum qualifications and the duties and responsibilities described in the class specification, the Office of Personnel Management (OPM), with review by the Arkansas Legislative Council, will revise the minimum qualifications statements as necessary.

Applicants for vacant positions will be required to meet the minimum qualifications as stated on the class specification of the position for which they are applying, unless a substitution of qualifications has been approved. Substitutions of an applicant's education and/or experience for the minimum qualifications may be authorized by OPM.

Procedures

An agency or institution may request from OPM a review of an applicant's qualifications for possible substitution of the minimum qualifications as stated on the class specification. The agency or institution should include the following information with each request:

1. A copy of the applicant's official state application. A resume is optional but desirable. A transcript may be requested.
2. A written narrative detailing the position duties and responsibilities. A class specification is not sufficient for this requirement.
3. A statement describing the applicant's education and experience as it relates to the vacant position.
4. The request for a substitution of minimum qualifications must include a completed "Substitution of Minimum Job Qualification" form.

June 6, 2012