



## Department of Transformation and Shared Services Office of Personnel Management

**Policy Title:** Minimum Qualifications (MQs)

**Policy Number:** 42

**Authority:** Ark. Code Ann. § 21-5-207

**Revised:** October 16, 2017

Minimum qualifications are the education and experience, as listed on a job description (class specification), required to perform a job. Typically, a state agency's human resource office will review all applications for a vacant position to determine whether an applicant meets or exceeds the minimum qualifications in order to be considered for the position.

To assure a valid relationship exists between the minimum qualifications and the duties and responsibilities described in the class specification, OPM may revise, when necessary, a class specification, including the minimum requirements and any other requirements.

### Monitoring

Agency directors are responsible for certifying that the qualifications of employees meet or exceed the minimum education and experience requirements. OPM will monitor agency personnel transactions, including unqualified appointments. Unqualified appointments will be reported by OPM to the Legislative Council, or if the General Assembly is in session, the Joint Budget Committee unless one of the following actions is taken:

1. Questionable appointments were forwarded by OPM to the State Personnel Administrator for further review;
2. Payroll actions for questionable appointments that are determined by the State Personnel Administrator to be unqualified for the specific appointment are not processed until the unqualified appointment is removed from the payroll or is placed into a position in the state agency for which the individual meets the minimum qualifications of the classification; or
3. The agency has documented that corrective action has been taken.

### Substitution of MQs

State agencies may substitute job related education and experience for the specific requirements of the class specification if the applicant has other job-related qualifications that may be substituted. However, if an agency is unsure whether an applicant's qualifications can be substituted for the minimum qualifications, the agency may request that OPM perform the qualifications review.

To request a review of an applicant's qualifications from the OPM, the agency must submit the following with each request:

1. A copy of the applicant's official state application; a resume is desirable, but not required. A transcript may be requested.
2. A detailed description of the position's duties and responsibilities. A class specification will not be substituted 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 Qualifications Form.