



Department of Transformation and Shared Services Office of Personnel Management

Policy Title: Minimum Qualifications (MQs)

Policy Number: 42

Authority: A.C.A. § 21-5-207

Effective Date: February 1, 2022

Minimum qualifications (MQs) are the education and experience required to perform a specific job. The MQs required for a job are listed on a job description (class specification). Typically, a department's human resource office will review all applications for an advertised position to determine whether an applicant meets or exceeds the MQs to be considered for the position.

To assure a valid relationship exists between the MQs and the duties and responsibilities described in the class specification, the Office of Personnel Management (OPM) may revise, as necessary, a class specification, including the MQs and any other requirements.

Monitoring

Departments are responsible for certifying that the qualifications of employees meet or exceed the minimum education and experience requirements. OPM monitors agency personnel transactions, including unqualified appointments. OPM will report unqualified appointments 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 department for which the individual meets the MQs of the classification; or
3. The department has documented that corrective action was taken.

Substitution of MQs

Departments 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. If a department is unsure whether an applicant's qualifications can be substituted for the MQs, the department may request that OPM perform the qualifications review.

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

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 MQs must include a completed [Substitution of Minimum Job Qualifications Form](#).