



# K A N S A S

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DIVISION OF PERSONNEL SERVICES

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## MEMORANDUM

**TO:** Statewide Agency Heads and HR Directors  
**FROM:** Jack Rickerson  
**DATE:** August 31, 2005  
**SUBJECT:** Minimum Qualifications Review and Revision

I am pleased to announce that we have completed the review and revision of the minimum qualifications for all of the state's 563 job classes. It will now take about two weeks to update all of the class specifications on our website to reflect those new MQ's. We will send out another notice when the new specs/MQ's are available. They will be effective the date of that notice.

These revised MQ's are the result of a team effort that involved 30 HR people from 18 different agencies. I think they have done a great job meeting the objectives of the effort, which were:

- Develop MQ's in which education and/or experience statements are quantified and can be understood by all who read them.
- Develop MQ's that are truly "minimum."
- Provide for the substitution of relevant education for required experience and relevant experience for required education wherever possible.

MQ's are simply that, minimum qualifications. Agencies are empowered to establish screening criteria that requires more or more specific qualifications in those instances in which they received large number of applicants or when additional requirements are critical to job success. The only requirement for more qualifications is that those additional qualifications are relevant to the duties and responsibilities of the position.

In almost all instances, these MQ's allow for the substitution of relevant experience for required education or the substitution of relevant education for some or all of the required experience. Agencies have the authority to determine what is relevant, in terms of type and/or amount of education or experience to be substituted, with the understanding that the agency can defend its position if challenged.

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In terms of allowing for the substitution of education for experience or experience for education, the Division of Personnel Services' position is that, in general, we equate two years of relevant experience to a relevant Bachelor's degree.

MQ's evolve as needs and circumstances change. Any of these MQ's can be changed fairly quickly if there is a need. If you believe there is a need for a change, please contact Liz Wong at (785) 296-6895 or [elizabeth.wong@da.state.ks.us](mailto:elizabeth.wong@da.state.ks.us). Thanks.