



SECTION 1: AGENCY AND REQUEST INFORMATION

AGENCY NAME/PERSONNEL AREA:

JOB SERIES/TITLE(S):

TYPE OF CHANGE:  
(Check All that Apply)

Education  Experience  License/Certification

SECTION 2: PROPOSED MQ

*The agency may attach a separate document if additional space is needed.*

Please outline the proposed Minimum Qualifications, including specific education, experience, and any licensure or certification requirements.

SECTION 3: AGENCY JUSTIFICATION

*The agency may attach a separate document if additional space is needed.*

Please provide a comprehensive justification for the proposed Minimum Qualification change, including why the change is needed, how the proposed MQs align with the current job duties and responsibilities, and why the existing MQs no longer meet operational or recruitment needs.

**SECTION 4: CURRENT RECRUITMENT CHALLENGES**

*The agency may attach a separate document if additional space is needed.*

Agencies must clearly outline the recruitment challenges associated with the current Minimum Qualifications. Provide supporting data, including exam plan number(s), number of qualified candidates, candidates interviewed and/or offered, and the reasons those candidates did not result in a successful hire.

**A. Posting Activity**

Exam Plan Number	Interviewed	Offered

**B. Based on the data provided above, please explain why candidates who met the Minimum Qualifications and were interviewed and/or extended offers were not ultimately selected or did not result in a successful hire.**

**SECTION 5: ADDITIONAL INFORMATION**

*The agency may attach a separate document if additional space is needed.*

Please provide any other supporting information that may help justify the requested Minimum Qualification change.

**SECTION 6: AGENCY CONTACT INFORMATION**

<b>Signature of Appointing Authority or Designee:</b>		<b>Date:</b>
<b>Name of Appointing Authority or Designee:</b>	<b>Title of Signee:</b>	

**Human Resources Contact Information**

<b>Name</b>	
<b>Email Address</b>	
<b>Phone Number</b>	

**SECTION 7: FORM SUBMISSION**

Submit the completed form and all supporting documentation to:  
[scs-lajobsadmin@civilservice.la.gov](mailto:scs-lajobsadmin@civilservice.la.gov)

Minimum Qualification change requests are reviewed quarterly to allow for research, impact analysis, and agency collaboration. The Talent Acquisition and Workforce Development Division may schedule a meeting to discuss the request and related considerations.