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DATE: October 15, 2025

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Minimum Qualifications Modernization Update – Q3 Revisions

The Department of State Civil Service is pleased to announce that, following the completion of the third quarter utilizing the revised minimum qualifications (MQs), we have identified necessary revisions and have also received requested changes from agencies. As a result, we will be implementing updates next week.

As with all updates, it is essential that our systems accurately reflect all changes. To minimize disruptions to stakeholders, please reference the important dates below, as this approach will allow us to proceed without enacting a job posting moratorium.

Important Dates to Remember:

October 22, 2025 (midnight)	<i>All job postings for affected job titles will close.</i>
October 24, 2025	<i>Effective date of revised minimum qualifications of affected job titles.</i>
	<i>Agencies may resume submitting job postings for affected titles.</i>

System Updates:

- Necessary changes to the LA Jobs and One Stop Job Information and Test Finder will be completed by Thursday, October 23rd to facilitate the necessary changes.

Affected Job Titles (HR Portal):

- All affected job titles reflecting these updates will be posted on the HR Portal this week for your review.
- We encourage all stakeholders to review these changes carefully to be aware of the job titles with necessary revisions.

We appreciate the valuable feedback received throughout the third quarter of this year, which has helped shape the proposed changes. Please continue to reach out to our team with any questions or concerns. The Talent Acquisition and Workforce Development Division staff are available to assist with questions or urgent staffing needs during this time. Please contact [Ashton Brown](#), Talent Acquisition and Workforce Development Administrator, for support.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director