

## **MIRS DEPARTMENTAL CONTACT**

Your MIRS Departmental Contact has an important job in helping MIRS run smoothly. This includes:

- Serving as a liaison between MIRS Consultants and the Procedure Writers at your department.
- Informing a MIRS Consultant if the department is adding, deleting or changing MIRS printers.
- Working with the Security Monitor to add or delete Procedure Writers.
- Contacting a MIRS Consultant if a Procedure Writer needs to be temporarily revoked due to a leave of absence.
- Distributing the annual MIRS Interagency Agreement (IAA) from your department's Accounting Office.

## **WHAT MAKES A GOOD PROCEDURE WRITER?**

To use MIRS effectively, a Procedure Writer must:

- Use MIRS on a weekly basis (8-16 hours per week).
- Understand the procedures and information contained in the Personnel Action Manual, Payroll Procedures Manual, Civil Service Pay Scales and the California Leave Accounting System (if department is participating).
- Know the informational needs of a department's management.
- Have knowledge of data processing or an expressed interest in working with computers.
- Learn the fundamentals of the FOCUS programming language.
- Learn basic procedure writing techniques.
- Have the ability to learn complex procedure writing techniques with increased use of MIRS.