

## **MIRS DEPARTMENTAL CONTACT**

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

- Serving as a liaison between the MIRS Consultants and the Report 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 Report Writers.
- Contacting a MIRS Consultant if a Report 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 REPORT WRITER?**

To use the MIRS effectively, a Report Writer must:

- Use the 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 Payscales 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 report writing techniques.
- Have the ability to learn complex report writing techniques with increased use of the MIRS.