

PSMQ Submittal Checklist

- _____ 1. **Cover letter that includes the following information:**
 - The PSMQs being requested.
 - Rationale for the request.
 - The Position Control Numbers and the corresponding classification to be affected by the PSMQs.
 - The names and corresponding classifications of the Subject Matter Experts used during the job analysis process

- _____ 2. **List of the job duties in rank order and the percentage of time assigned to each rank.**

- _____ 3. **Final Importance of Task (IT) ratings that list tasks and link tasks to duties**

- _____ 4. **Final Importance of KSA (IK) ratings that list Knowledge, Skills, and Abilities.**

- _____ 5. **Mean Necessity for Performance (NP) ratings that link each task to each KSA**

- _____ 6. **Weighted Linkage report which links each task to each KSA**

- _____ 7. **Copies of the proposed Position Description(s)**
 - If the PD is for a filled position that is to be reclassified and the employee subsequently reassigned, make sure the payroll number followed by the code "R" appears.
 - If requesting to re-establish PSMQs on a filled position for future hires or layoff, include a copy of the old PD reflecting the PSMQs.

NOTE: If the PSMQs are a result of a federal or state law, federal funding requirement or accreditation standard, you only need to submit **items 1 and 7** from the above checklist **and a copy of the requirement (e.g., applicable law, regulation, etc.)**.

License/certification requirements must be:

- Supported by task statement listed on PD
- Supported by a Knowledge, Skill, or Ability statement in the Worker Characteristics