

**CHECK LIST
FOR CLASSIFICATION PROCESS**

PRIOR TO SUBMISSION, CHECK ALL ITEMS LISTED BELOW

- Is PD cover sheet properly completed? ___ Yes. All items are completed and signed.
- Is this a supervisory or foreman position?
___ Yes. PD cover sheet, item 6 is completed.
___ No. It is a non-supervisory/non-foreman position.
- Is A Brief PM report attached? ___ Yes. PM report is attached.
- Is organization chart attached? ___ Yes. Approved current and/or new organization chart(s) is (are) attached.
- Is functional statement attached? ___ Yes. Appropriate functional statement is attached.
- Is Task List attached? ___ Yes. It doesn't exceed 1 page.
___ No. Applicable MLC/IHA JD(s) is identified.
- All tasks are over 10%? ___ Yes. All tasks are grouped to total 10% or more.
- All tasks contain percentages? ___ Yes. Percentages are assigned to total 100%.
- Are active verbs used? ___ Yes. Tasks are described by using active verbs.
- Do you want to establish Trainee PD(s) at the same time?
___ Yes. Trainee PD(s) is (are) attached.
___ No. Trainee PD is not necessary.
- Are there any other positions in the organization impacted by this position?
___ Yes. Impacted PD(s) is (are) attached for review.
___ No. No position is impacted.