

Minimum Qualifications Determination Tool

California Department of Human Resources State of California

This document is a guide for individuals who conduct minimum qualification determinations of the experience listed in STD 678 applications. It helps to provide consistent and fair evaluation of an applicant's experience.

Table A: Process Logistics			
1. 511B Scope:	☐ Departmental Classification	☐ Servicewide Cla	assification
2. Classification Title(s):		3. Salary Range(s):	
4. Class Code(s):		5. Examination Code(s):	
6. Revision Date:			
7. Prepared by:			
Table B: Critical Class Requirements			
8. KSA Requirements: Enter knowledge, skills, abilities, & other characteristics (KSAs) from the classification specification into the space below.			
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	Table O. Minimum Onalities	tions (MO) Betterns	
Table C: Minimum Qualifications (MQ) Patterns			
9. MQ Patterns & Educational Requirements: Enter MQ patterns and educational requirements from the applicable classification specification into the space below.			
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10. MQ Pattern Language Guidance and Resources: Define and clarify MQ terms and the intent of MQ pattern language with SMEs in the space below.
Define and clarify MQ terms and the intent of MQ pattern language with OMES in the space below.
11. Development and Decisions:
Include any MQ related events, such as: CalHR/SPB evaluations, appeal decisions, etc. in the space below.
Appeal Decisions:
Evaluations:
12. Approved Comparable Classifications:
List approved comparable classifications in the space below. Note: This list can evolve and is not definitive.