



City of Pueblo - Human Resources - PO Box 1427 - Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: PLANNER

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

Knowledge, Skills and Abilities (KSA) Essential to perform this job	Degree of Importance
Have a basic understanding of the theory, principles, practices, and methods of current land use and long-range planning.	MAJOR
Skill and ability to work with diverse individuals and groups.	ALWAYS
Ability to learn the policies, procedures and goals of the City of Pueblo and the department	MODERATE
Possess strong written and verbal communication skills.	ALWAYS
Skill in performing routine and moderately complex current land use and long range planning tasks.	MAJOR
Skill in reviewing zoning requests, plats, architectural reviews, development permits, and temporary use permits.	MAJOR
Skill in the safe and lawful operation of a motor vehicle.	MODERATE
Ability to work with and assist diverse individuals and groups including developers, architects, land planners, neighborhood groups and the public with the development process, zoning issues, and planning matters.	MAJOR
Ability to analyze problems, understand different perspectives, recommend alternatives, issue findings, and recommend solutions.	MODERATE
Ability to use standard office equipment, computer equipment and software including word processing, data base management, spreadsheet applications, plan review, electronic mail and the internet.	MAJOR
Ability to contribute to the creation and maintenance of a highly functioning team.	ALWAYS

Ability to work successfully with and provide good customer service to supervisors, other City employees, the public and other agencies and organizations.	ALWAYS
Ability to perform all the job duties in a safe manner.	ALWAYS

In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Steven Meier Title: Director/Planning & Community Development

Signature:  Date: 5/17/16

HR Representative: Shelly Carrillo Title: HR Analyst

Signature:  Date: 5/17/16