



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

CLASS TITLE: HR ANALYST

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
Skill and ability to develop, provide, administer, and evaluate recruitment and selection programs, training/staff development programs, classification/compensation programs, and personnel policies, practices, forms & other HR information systems programs.	ALWAYS
Demonstrated ability to work cooperatively with and provide good customer service to Human Resource/Civil Service staff, department heads, employees, labor organizations, members of Boards and Commissions, members of the community, other agencies and organizations, and interested persons.	ALWAYS
Ability to gain knowledge of applicable state, local and federal employment related laws and requirements.	ALWAYS
Ability to gain knowledge of best-practices in Human Resources field.	ALWAYS
Ability to gain a comprehensive knowledge of City positions, preparing job descriptions, developing certification standards, making allocation decisions, preparing salary & benefit analyses, and ability to discuss these positions with a wide range of individuals.	MAJOR
Strong computer skills & web skills including the ability to prepare brochures, recruitment materials, analytical reports, performance measurement, best practice/benchmarking skills and be able to post documents to the Internet/Intranet.	MODERATE
Ability to effectively use a spreadsheet program such as Microsoft Excel to perform statistics in order to compile recruitment, employment, salary and benefit data, and prepare performance graphs/charts.	MAJOR
Strong verbal and written communication skills in order to correspond with diverse individuals and to make effective public presentations, which range from schools to City Council/Civil Service or other grievance/complaint forums.	MAJOR
Strong organizational skills and ability to work independently in a fast paced, complex and changing environment with the ability to explore and recommend HR best practices and have excellent work habits.	ALWAYS
Highly ethical and good understanding and appreciation of the confidential nature of employee records, grievance investigation, negotiation preparation, etc	ALWAYS

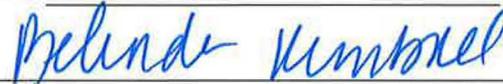
Flexible and able to work additional hours as may be required of the position.	MAJOR
Ability to perform all the job duties in a safe manner.	ALWAYS
Demonstrated prioritization skills to manage multiple tasks and competing priorities.	ALWAYS

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

Director Name: Marisa Pacheco Title: Human Resources Director

Signature:  Date: March 1, 2019

HR Representative: Belinda Kimball Title: HR Analyst

Signature:  Date: March 1, 2019