



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

CLASS TITLE: CODE ENFORCEMENT OFFICER

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
Ability to read, understand, interpret, and explain municipal code	Always
Ability to perform investigative work	Major
Ability to testify in court	Major
Skill and ability to communicate clearly and concisely, both orally and in writing	Always
Ability to use a personal computer and software equivalent to Microsoft products	Major
Familiarity with Pueblo streets, locations, and landmarks and a demonstrated ability to distinguish directions	Major
Ability to work independently, in the absence of direct supervision	Always
Skill and 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 functions in a safe manner	Always
A keen sense of observation and ability to analyze situations quickly	Major
Ability to handle sensitive or stressful situations with tact and diplomacy	Major

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

Director Name: Luis Velez Title: Chief of Police

Signature:  Date: 2/24/16

HR Representative: Manuel Alcala Title: HR Analyst

Signature:  Date: 03/16/2016