

TESTABLE POSITION REQUIREMENTS

About This Form:

- City of Pueblo job descriptions contain a list of Knowledge, Skills and Abilities that are required for successful job performance.
- The list below shows requirements from the job description identified as testable through the Civil Service Commission.
- The hiring manager evaluated the listed requirements in terms of percentages (%) to indicate degree of importance in accomplishing essential job functions.
 - Minor: 10% or less
 - Moderate: 11% - 20%
 - Major: 21% or more

Class Title: HR Analyst I

Testable Requirements (From the Job Description)		(%)
1	Knowledge of applicable state, local, and federal employment related laws and requirements.	5
2	Knowledge of best practices in Human Resources field.	5
3	Intermediate knowledge of math including practical application of fractions, percentages, ratios/proportions, and measurement.	8
4	Strong knowledge of computer web skills including the ability to prepare materials, analytical reports, performance measurement, best practice/benchmarking skills.	8
5	Knowledge of spreadsheet programs such as Microsoft Excel to perform statistics in order to compile recruitment, employment, salary, and benefit data, and prepare performance graphs/charts.	15
6	Strong verbal and written communication skills in order to correspond with diverse individuals and to make effective public presentations, which range employee training or other forums.	20
7	Intermediate knowledge and ability to write reports, prepare business letters, expositions and summaries with proper format, punctuation, spelling and grammar, using all parts of speech.	15
8	Strong organizational skills and ability to work independently in a fast paced, complex, and changing environment with the ability to identify and recommend HR best practices and have excellent work habits.	24
Total		100%

In my judgment, the requirements shown on this form reasonably reflect items that may be subject to testing through the Civil Service Commission for the listed class title.

Director Name: Marisa Pacheco Title: Director of Human Resources

Signature:  Date: 5/5/2022