

## TESTABLE POSITION REQUIREMENTS

Class Title: Planner

### 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

Testable Requirements		(%)
1	Knowledge of mathematical practices including arithmetic operations on system of real numbers and practical application of percentages, and measurement	10
2	Knowledge of proper format, punctuation, spelling, grammar, and usage of all parts of speech	20
3	Knowledge of and ability to read advanced literature, policy, code, scientific or technical journals, abstracts, financial reports, and/or legal documents	25
4	Knowledge of and ability to organize work, prioritize tasks, and meet deadlines	20
5	Knowledge of best practices related to customer service, public relations, and interpersonal communications	25
<b>Total</b>		<b>100%</b>

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: Scott Hobson Title: Acting Director

Signature:  Date: 12/5/2022