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Civil Service Commission
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Commissioner

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: Code Enforcement Officer

Testable Requirements		(%)
1	Knowledge of personal computer operation and software equivalent to Microsoft products	10
2	Knowledge of Pueblo streets, locations, and landmarks and a demonstrated ability to distinguish directions	10
3	A keen sense of observation and ability to analyze situations quickly and perform investigative work	20
4	Knowledge of Proper business English usage, spelling, punctuation, and grammar	20
5	Reading comprehension with the ability to understand, interpret, and explain municipal code	20
6	Knowledge of concepts related to customer service, public relations and interpersonal communications	20
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: Chris Noelle Title: Chief of Police
Signature:  Date: 3/8/23