



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: Budget Analyst

Testable Requirements		(%)
1	Knowledge of Generally Accepted Accounting Principles and governmental fund accounting	12
2	Knowledge of and ability to make moderately difficult mathematical calculations related to forecasting future budget amounts, identifying discrepancies, evaluating budget to actual results.	22
3	Strong analytical skills of financial information to develop forecasts and long-range plans	24
4	Knowledge of windows-based computer systems and current word processing, spreadsheet, communication, and research applications such as Microsoft Word, Excel, Outlook, and Google Chrome	8
5	Thorough knowledge of and proficiency with principles of time-management to work efficiently in the presence of multiple priorities and strict deadlines	21
6	Knowledge of proper business English usage, spelling, punctuation, and grammar	8
7	Knowledge of concepts related to customer service, public relations and interpersonal communications	5
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: Alexandria Romero Title: Director of Finance

Signature: Date: 3/31/2023