

## TESTABLE POSITION REQUIREMENTS

**About This Form:**

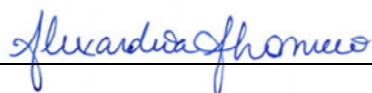
- City of Pueblo job descriptions contain a list of Knowledge, Skills and Abilities that are required for successful job performance.
- The list below shows requirements from the job description identified as testable through the Civil Service Commission.
- The hiring manager evaluated the listed requirements 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: Grants Analyst**

Testable Requirements		(%)
1	Knowledge of and ability to analyze accounts and/or projects and to prepare accounting statements and reports	15
2	Knowledge of and ability to make moderately difficult mathematical calculations	10
3	Knowledge of windows-based computer systems	5
4	Demonstrated Knowledge of current word processing, spreadsheet, communication, and research applications, such as Microsoft Word, Excel, Outlook and Internet Explorer	5
5	Demonstrated Knowledge of proper business English usage, spelling, punctuation, and grammar	5
6	Reading comprehension to interpret City Code and applicable Federal and state law related to procuring grant funding (e.g., Davis-Bacon Act, etc.)	20
7	Thorough understanding of Federal OMB Circulars related to grant management	20
8	Thorough knowledge of and proficiency with principles of time-management to meet deadlines and manage multiple assignments and demands within established guidelines	10
9	Knowledge of workplace safety and ability to perform all job duties in a safe manner	5
10	Knowledge of concepts related to customer service, public relations and interpersonal communications	5
<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: Alexandria Romero Title: Director of Finance

Signature:  Date: 11/13/2023