

## 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: PD Community Engagement Manager

Testable Requirements		(%)
1	Knowledge of journalism, marketing, public and media relations strategies, principles, and techniques	20
2	Knowledge of government and working in a government/political environment	5
3	Knowledge of computers including word processing applications	3
4	Knowledge of multimedia productions encompassing the areas of radio, TV, cable casting technology, audiovisual communications, video and filmmaking, lighting and sound systems, and computer applications related to presentations and video and audio editing	15
5	Knowledge of social media platforms and websites	15
6	Knowledge of virtual meeting applications and ability to host virtual meetings as needed through Zoom or Teams	2
7	Demonstrated Knowledge of AP style and proper business English usage, spelling, punctuation, and grammar including business correspondence and report preparation.	15
8	Thorough knowledge of and proficiency with principles of time-management to meet deadlines and manage multiple assignments and demands within established guidelines	5
9	Knowledge of principles of management, leadership and supervision	10
10	Knowledge of concepts related to customer service, public relations and interpersonal communications	10
<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: Chris Noeller Title: Chief of Police

Signature: [Signature] Date: 5/15/24