



## 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: Non-Profit Compliance Coordinator**

Testable Requirements		(%)
1	Knowledge of windows-based computer systems	5
2	Knowledge of current word processing, spreadsheet, communication, and research applications, such as Microsoft Word, Excel, Outlook, and internet browsers	5
3	Knowledge of financial statements with ability to interpret and draw relevant conclusions	18
4	Knowledge of grant reporting, board/audit committee governance, data reporting, payout planning, direct and indirect expense allocations, reporting and tracking of multiple funds, and restrictions within an organization	21
5	Knowledge of board governance concept in performing the evaluation of requests from outside agencies	21
6	Knowledge of proper business English usage, spelling, punctuation, and grammar including business correspondence and report preparation to promote clarity of intent with all levels of communication	10
7	Reading comprehension with the ability to read, understand and interpret City Code and applicable federal and state law related to use of public funds in support of requesting agencies	10
8	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 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: Manon Heather Graham Title: MMW

Signature: [Signature] Date: 5/24/2024