

# EXAM CONTENT

Why is there an exam and what's on it?

## Why a Written Exam?

Civil service processes are based on Civil Service rules & procedures drafted by City Council and as defined in the City of Pueblo Charter.

Civil Service Rule 18 (a)(b) state:

“All appointments and promotions in the classified service shall be made according to merit and fitness to be ascertained, so far as practicable by competitive examination.”

“Examinations shall be practical and shall relate to those matters which will test fairly the capacity and fitness of the candidates to discharge efficiently the duties of the class or classes for which examinations are held”

## Content:

- The exam content is based off of two things:
  - KSA – Type of questions
    - Knowledge, Skills and Abilities (KSAs) describe the knowledge, skill and abilities an individual must possess to successfully perform the essential duties.
  - Duties & minimum requirements – level of difficulty
    - A Class Specification (description) describes the duties and requirements.
    - Descriptions are reviewed by HR and hiring manager before every recruitment to accurately reflect the job

UNDERSTANDING THE JOB WILL PLAY A ROLE IN THE SUCCESS  
OF YOUR EXAM,

**CIVIL SERVICE OFFICE: 719.553.2635 CIVILSERVICE@PUEBLO.US**

