



Office of Human Resources
435-797-0216

SAMPLE SHEET OF EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES

The following is a **sample** of some of the minimum requirements for the specific job type. Please use it as a **guide** when completing the education, knowledge, skills and abilities section on the Performance Appraisal form. If you have questions concerning any of these requirements, please contact Mardyne Matthews at (435) 797-1813.

HVAC TECHNICIAN I (Grade 14) (Sample only)

Education:

HAVC aptitude required. Experience in HAVC trade is preferred. EPA certified within 1 year of hire.

Knowledge, Skills and Abilities:

- Basic knowledge of HVAC systems and controls
- Skill in performing routine manual labor
- Basic computer skills
- Basic customer service skills
- Ability to read blueprints and design projects
- Ability to use various hand and power tools common to trade
- Ability to learn through observation and hands on experience
- Ability to follow routine vertical and written instructions
- Ability to effectively communicate with co-workers and customers

STAFF ASSISTANT III (Grade 15) (Sample only)

Education:

6 years directly related office support work experience with increasing responsibilities or an Associate's degree or certification(s) in a designated field plus 4 years of directly related office support work experience with increasing responsibilities or a Bachelor's degree in a designated field plus 2 years of directly related office support work experience with increasing responsibilities.

Effective skills and aptitude as specified in the job description such as knowledge of and skill in all areas of office support including business communications, as demonstrated through completion of BIS 2550 (Business Communication), equivalent course, or testing. Successful completions of additional trainings and/or certifications are required as specified by the department.

Knowledge, Skills, and Abilities:

- Skill in the use of personal computers and related software applications
- Ability to gather data, to compile information, and prepare reports
- Records maintenance skills
- Ability to communicate effectively, both orally and in writing
- Knowledge of human resources concepts, practices, policies, and procedures
- Database management skills and statistical reporting
- Skill in organizing resources and establishing priorities
- Ability to supervise and train assigned staff
- Ability to analyze and solve problems
- Ability to make administrative/procedural decisions and judgments
- Ability to create, to compose, and edit written materials
- Knowledge of computerized information systems used in financial and/or accounting applications
- Knowledge of general accounting and budgeting principles

CHEF SR (Grade 34) (Sample only)

Education:

American Culinary Federation Sous Chef certification as a required and 10 years or related work experience or a Bachelor's Degree in Culinary Arts or related field plus 8 years of related work experience. Serve Safe certification. Departmental required re-certification.

Knowledge, Skills, and Abilities:

- Knowledge of supplies, equipment, and/or services ordering and inventory control
- Ability to monitor and/or maintain quality control standards
- Knowledge of soups and sauces preparation
- Ability to understand and follow specific instructions and procedures
- Ability to oversee, lead and train staff and/or students
- Knowledge of organizational structure, workflow, and operating procedures
- Knowledge of maintenance and care of culinary facilities, equipment, supplies, and materials
- Ability to read, to understand, to follow, and enforce safety procedures
- Knowledge of food preparation and presentation methods, techniques, and quality standards
- Ability to ensure a high level of service and quality is maintained
- Ability to create variety of menus

PROGRAM COORDINATOR III (Grade 33) (Sample only)

Education:

Bachelor's degree in a designated field plus 6 years of directly related work experience in a designated field or a Master's degree in a designated field plus 4 years of directly related work experience in a designated field or a Doctorate degree in a designated field plus 2 years of directly related work experience in a designated field.

Computer skills as required by department. Successful completions of USU personnel supervisory training and additional trainings and/or (re)certifications are required as specified by the department.

Knowledge, Skills, and Abilities:

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to develop and maintain recordkeeping systems and procedures
- Skill in the use of computers, preferably in a PC, Windows-based operating environment
- Ability to gather data, to compile information, and prepare reports
- Ability to develop, plan, and implement short- and long-range goals
- Skill in organizing resources and establishing priorities
- Skill in budget preparation and fiscal management
- Ability to communicate effectively, both orally and in writing
- Program planning and implementation skills
- Skill in examining and re-engineering operations and procedures, and developing and implementing new strategies and procedures
- Skill in organizing resources and establishing priorities
- Ability to design and implement systems necessary to collect, to maintain, and analyze data
- Knowledge of management principles and practices