

## Job Title

Promotional Opportunity

City Department Name

Date

### INTRODUCTION

Staff members who are interested and meet the minimum qualifications are encouraged to express interest by submitting a letter of interest and an abbreviated resume to HR Manager, Human Resources, via e-mail no later than January 1, 2021.

### PURPOSE

General statement about the core functionality of the position, including the title of the position and the title of the supervisor's position.

### ESSENTIAL FUNCTIONS

- Job functions should be listed here in bullet point format

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

### MINIMUM REQUIREMENTS

Use the most recent [announcement sheet](#) to complete this portion. Submit this completed announcement sheet to your DER Staffing Analyst for approval of the minimum requirements before announcing.

1. Education – college or technical degree
2. Experience – years of previous experience that are relatable to the job
3. Certifications – certificate programs, trades certifications

### KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

KSAs are knowledge, skills, and abilities that a candidate must possess in order to perform the duties of the job. KSAs serve as a guide for applicants, and departments to evaluate and assess a candidate's likelihood for successful job performance. KSAs should be listed here by bullet points.

- Knowledge – the subjects, topics, and items of information that an employee should know at the time he or she is hired.
- Skills – technical proficiencies which are learned through training. Skills should be measurable and observable.
- Abilities – the ability to apply knowledge and skills in order to complete a task or perform an observable behavior. Abilities may also relate to personal and social attributes which tend to be innate or acquired without instructions.

### CURRENT SALARY

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Pay range 2EN\* \$1,742.53 - \$2,439.48 bi-weekly (Wage Rate); \$1,794.81 - \$2,512.66 bi-weekly (Residency Wage Incentive)

\*Rate of pay is determined by the rules of the [Salary Ordinance](#)

### ADDITIONAL INFORMATION

Interested parties will be contacted to schedule an interview with the department. Final approval of the promotion is subject to a review by the Department of Employee Relations.

If you have additional questions about this posting, please contact the human resources department at .