Skills, Knowledge and Abilities

Job Specifications

The term “job specifications” is used to help define worker characteristics required to perform the job completely. Specification for hiring may be the minimum for the job, while specifications for job evaluation should be based on fully competent performance. Job specification should be written prior to advertising or interviewing job candidates and should support the essential functions identified on the job, thus reducing potential legal liability.

Job specifications are defined in terms of required skills, knowledge and abilities (SKAs), and required behaviors.

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Skills</th>
<th>Abilities</th>
<th>Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Defines mental aspects of job</td>
<td>- Defines manual and/or applied aspects of job</td>
<td>- Natural talents or developed proficiencies</td>
<td>- Behaviors required for performing the job</td>
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<tr>
<td>- What employee must know (through Education, training or experience)</td>
<td>- What employee must be able to do (typically experience or training)</td>
<td>- Defines aptitudes normally present at birth in job incumbent, but may in some cases be acquired</td>
<td>- Defines how the employee should act in support of organizational goals</td>
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**Example:**

- **Attend Fire Fighter Science Academy**

- **Example:**
  
  Respond to fire with a fire company, enter burning buildings with hose lines, operate nozzles, & extinguish the fire as directed.

- **Example:**
  
  Perform physical & strenuous firefighting & ER medical work requiring physical strength, coordination endurance & flexibility

- **Example:**
  
  Establish & maintain cooperative relations with others

*Last revised June 27, 2008*