Constructing Knowledge, Skill and Abilities Statements for Position Descriptions

Knowledge statements refer to an organized body of information usually of a factual or procedural nature which, if applied, makes adequate performance on the job possible. A body of information applied directly to the performance of a function.

**Basic** - knowledge sufficient to independently perform routine assignments drawing on a general body of knowledge

**Intermediate** - knowledge sufficient to coordinate, interpret, critique and/or synthesize the work of others and to make a meaningful contribution to such work.

**Advanced** - knowledge sufficient to qualify as an expert, an internal consultant, or a resource to other qualified specialist in other departments.

Skill refers to the proficient manual, verbal or mental manipulation of data or things.

**Basic** - skill sufficient to perform routine aspects of the job

**Intermediate** - skill sufficient to fully perform the job

**Advanced** - skill sufficient to qualify as an expert, an internal consultant, or a resource to other qualified specialist in other departments.

**Ability** Possession of talents that allow the potential to perform the job