



## Leon County Public Schools Classification Specification

### Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> <li>Developing Multi-year Strategic and/or Operational Plans</li> <li>Developing Annual Budgets</li> <li>Policy Development</li> <li>Controlling Expenses</li> <li>Coordinating Resources</li> <li>Decision making</li> <li>Delegation</li> <li>Individual/group leadership</li> <li>Interpersonal (working with groups)</li> <li>Knowledge of Business/organizational systems</li> <li>Negotiating and/or persuading others to take action</li> <li>Promoting safety</li> <li>Supervising, coaching and developing employees</li> </ul>		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> <li>Checking grammar/punctuation</li> <li>Filing</li> <li>Perceiving detail in checking information/forms</li> <li>Reading comprehension (high school level)</li> <li>Operating word processing software</li> <li>Operating a computer terminal for data entry</li> <li>Operating automated spreadsheet software</li> <li>Scheduling appointments and/or travel</li> <li>Taking and distributing messages</li> <li>Taking dictation and meeting minutes</li> <li>General mathematical - adding, subtracting, multiplying, etc.</li> </ul>		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> <li>Accounting/finance</li> <li>Advanced math - algebra, statistics, geometry</li> <li>Architecture</li> <li>Bookkeeping</li> <li>Computer operations</li> <li>Computer programming</li> <li>Contract interpretation</li> <li>Craft skills (electrical, etc.)</li> <li>Drawing-figures/drafting</li> <li>Engineering</li> <li>Graphic arts</li> <li>Landscaping</li> <li>Good Judgment</li> <li>Work standards</li> </ul>		

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• Integrity		
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### Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Oral communication--exchanging or expressing ideas by means of the spoken word</li> <li>• Presentations--transmitting information in a formal setting</li> <li>• Foreign communication--using a language other than English to communicate in writing or orally</li> <li>• Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.</li> <li>• Editing written documents for content</li> <li>• Reading comprehension - understanding technical or scientific blueprints and charts</li> <li>• Public speaking</li> </ul>		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> <li>• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching</li> <li>• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder</li> <li>• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms</li> <li>• Color - Match or discriminate colors</li> <li>• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)</li> <li>• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips</li> <li>• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)</li> <li>• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound</li> <li>• Lifting - raising or lowering an object from one level to another (includes upward pulling)</li> <li>• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)</li> <li>• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)</li> <li>• Reaching - extending the hands and arms in any direction</li> <li>• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people</li> <li>• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight</li> </ul>		