

**ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION KASs  
Knowledge, Abilities, Skills For Applicant Selection**

Position Title:

Position Number

Essential:

Desirable:

Beneficial:

Administrator/Approving Authority:

Signature:

Office:

Date:

# ARKANSAS DEPARTMENT OF FINANCE AND ADMINISTRATION

## Knowledge, Abilities, Skills For Applicant Selection Instructions

The KAS Listing must be completed for all regular positions in the Department. If a specific position's duties are restructured, the KASs must be re-evaluated and revised, as necessary, to accurately reflect the requirements of that position. Traits are only developed and used for managerial positions (KASTs). **All applicable KASs (Knowledge, Abilities and Skills) from the Job Specification issued by the Office of Personnel Management must be listed as "Essential."** In addition, those KASs that are not listed on the official job specification, but are appropriate must be determined and listed as "Desirable" or "Beneficial."

### Internal Personnel Process:

- A. Interviewer prepares the KAS listing with established and developed KASs; the KAS listing is sent to Internal Personnel with the JVRR and the Hiring Freeze Approval Form for advertising purposes.
- B. Internal Personnel reviews the KAS Listing:
  - 1 To ensure correctness and appropriateness
  - 2 To ensure ADA compliance.
- C. Interviewers are contacted if questions arise regarding KAS development or if incorrect form or content is used.

### KAS Development:

KASs will be listed using the following definitions:

#### (1) ESSENTIAL:

- Always list the KASs from the official job specification; if 1 or more does not apply, put **N/A** to the side.
- These KASs represent an essential, primary reason the job exists and a reason for which the job was designed. Qualified applicants should possess most, if not all, essential KASs.
- These are pertinent to the classification and the position.

#### (2) DESIRABLE:

- These developed KASs indicate a more acceptable standard of education/experience for this particular job. It is expected that little or no orientation, specific to the Organization or type of program, is needed if applicants demonstrate possession of these KASs.
- These are pertinent to the individual position needs.
- These are the KASs developed above and beyond the essential.

#### (3) BENEFICIAL:

- These developed KASs indicate an expertise that should result in a highly acceptable level of education/experience.
- These are most pertinent to the individual position needs.
- These are the KASs developed above and beyond the desirable and essential; however, beneficial KASs may not be necessary for all positions. **Examples of KAS Development:**
  - A. Accountant: Essential: Knowledge of accounting principles and practices. Desirable: Knowledge of State accounting practices and procedures. Beneficial: Knowledge of Miscellaneous Tax / Revenue accounting systems.
  - B. Secretary II: Essential: Knowledge of word processing applications. Desirable: Ability to utilize Windows-based computers and Microsoft Office Word. Beneficial: Ability to utilize other Microsoft Office applications.

If you want an applicant to have experience in a certain area, it needs to be listed as knowledge, a skill, or ability.

Example: Experience in POWERPOINT. The correct wording should be, "Ability to utilize POWERPOINT".

Once the KAS Listing has been developed the interviewer can design interview questions; this will enable the interviewer to ascertain whether or not an applicant possesses the required and developed KASs.

### Scoring Applicants:

Interviewers are encouraged to use simple point scoring for KASs. However, if the job is more complex the scoring system may become more defined. The more complex the job, the harder the scoring system.

Example: Attorney: Ability to prepare and present oral/written argument.

- The Interviewer may divide the ability into two or more scoring areas with levels of each depending on requirements for the particular job and/or the interviewer may wish to apply weights to the various KASs