



# County of Yuba

<b>SUPPLEMENTAL QUESTIONNAIRE</b>	
<b>Management Analyst I-II</b>	
<b>Name:</b>	<b>Application Filing Deadline:</b>
<b>Daytime Telephone:</b>	<b>Wednesday, July 26, 2017 @ 5:00 PM</b>
<b>Address:</b>	<b>Send this and all application materials to: Yuba County Human Resources and Organizational Services 915 Eighth Street, Suite 113 Marysville, CA 95901</b>

This supplemental questionnaire is an integral part of the selection process. Your answers to these questions will be thoroughly evaluated in order to determine the most suitably qualified applicants to continue in the selection process. It is important that responses be as detailed as possible. A resume may be submitted but will **NOT** be accepted in lieu of a completed supplemental questionnaire. Please type responses on a separate sheet of 8 ½ x 11 paper, reference responses to the appropriate questions and attach responses to this cover sheet. **FAILURE TO SUBMIT A COMPLETE COUNTY APPLICATION AND THIS SUPPLEMENTAL QUESTIONNAIRE TO THE YUBA COUNTY PERSONNEL/RISK MANAGEMENT DEPARTMENT WILL ELIMINATE YOUR APPLICATION FROM BEING CONSIDERED FURTHER IN THE SELECTION PROCESS.**

Please provide responses to the following supplemental questions with concise but detailed answers, and provide all requested information. In your responses, please include all aspects of your role, employer name, position held (public or private sector), dates you performed tasks, your role and responsibility, and level of authority.

- 1) Describe in detail your experience researching and analyzing policies, procedures, programs, legislation and/or regulations, budgets, administrative and operational strategies. Include the purpose of your research and analysis, and the target audience.
- 2) Describe in detail your experience acting as a liaison to various departments, agencies or organizations in order to establish and maintain cooperative and effective working relationships with a wide range of individuals and groups that required using effective communication and interpersonal skills.
- 3) Describe your experience making presentations before internal and external customers. Include your level of responsibility in preparing and making presentations, the type of material presented, and the outcome or expected result of the presentation.
- 4) Describe in detail your experience gathering and analyzing technical reports or information to define problems and/or design solutions. Provide an example of the most complex document you have produced, and include content, scope and audience.

I attest under penalty of perjury that all the statements made in this application supplement are true, complete, and correct to the best of my knowledge and are made in good faith. I also certify I have reviewed and understand all the information contained in the General Information section of this supplement. I understand that any misrepresentation and/or falsification of my answers may make me ineligible to continue in this recruitment. My signature authorizes the County of Yuba to make any appropriate investigations to verify information.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_