

To be considered, your current application and this completed questionnaire must be completed and returned by **January 30, 2007**.

**(This form is not intended to scare you off or discourage you from applying. Just use it to show what you can do.)**

**IT Business Systems Analyst/Lead  
General Ledger, Accounts Payable, Budget, #65-22002-2  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
Self-Report Checklist Questionnaire**

**Name:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**INSTRUCTIONS**

This questionnaire is meant to help you provide additional information about your background. It is your chance to tell us what you know and can do in relation to this job. You will be evaluated on your experience and training. The evaluation score is based on your responses to the items below. Be sure to include personal life and volunteer experience as well as paid experience and formal training. Please be as accurate as you can. False information may lead to dismissal. **You do not need to have all the training and experience that is listed on this form to be considered for this position, but you need to show what you have.** Read through the whole form before you start to fill it out. Applicants who need accommodation in the selection process should request this in advance.

Check or write out the appropriate answers for you on the Checklist. **Training** refers to formal coursework you have had, and may include workshops, seminars, scheduled in-service training, or one-day courses, as well as college, university, or technical school courses. **Experience** may be paid work experience, volunteer work experience, or personal life experience. **Years** or other units of experience refer to full-time 40 hour work weeks or the equivalent in work hours. A year of full-time experience is equivalent to 2,080 work hours. No item on this form is intended to have you provide information that would indicate your race, color, ethnic group, national origin, religion, sex, age, marital status, political persuasion, or any physical or mental disability. The words "ability" and "experience" in this questionnaire refer **in all cases** to ability or experience with or without reasonable accommodation for disabilities recognized under the Americans with Disabilities Act (ADA) of 1990.

Be sure that each answer you give or check is documented on your application form. Please call (402) 471-4463 if you have any questions about this questionnaire or on adding information to your application. Your application for this position will not be considered complete until this Checklist is returned to:

**Nebraska State Personnel**  
wrk4neb@notes.state.ne.us  
**301 Centennial Mall South**  
**P. O. Box 94905**  
**Lincoln, NE 68509-4905**

I. The Lead IT Business Systems Analyst must know business administration, accounting, mathematics, finance, or economics, and be able to apply public or private sector budget or fiscal management, finance, economics, or accounting principles and practices, especially those involving general ledger, accounts payable, and budgeting.

**A. (After each item, check the blank that best applies to you) I have no experience, some experience, one to two years of experience, or more than two years of experience in:**

1. Business administration or business management.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
2. Economics or finance.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
3. Private sector budget or fiscal management.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
4. Public sector budget or fiscal management.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
5. Budgeting or preparing a budget for an organizational area or unit.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
6. Accounting or bookkeeping.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
7. Tracking and accounting for expenditures or encumbrances.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
8. Extracting and compiling financial or numerical data for reports, statements, or management use.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
9. Preparing accounting or financial reports or statements.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
10. Auditing practices or procedures.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
11. Governmental auditing.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More

**B. (After each item, check the blank that best applies to you) I have no coursework or training, some coursework/training, 12 or more semester hours, or a bachelors or higher degree with an emphasis (major, minor, or 18 or more semester hours) in:**

12. Accounting.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)12 hours \_\_\_(d)Degree

13. Administration or management.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)12 hours \_\_\_(d)Degree

14. Finance.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)12 hours \_\_\_(d)Degree

**C. I have further information about my knowledge of business administration, mathematics, finance, economics, public or private sector budget or fiscal management, accounting principles or practices, general ledger, accounts payable, or budgeting:**

II. The Lead IT Business Systems Analyst must be able to work with an Enterprise Resource Program or system, including ERP software, Access, automated financial systems, Microsoft Excel and graphic applications, and the electronic exchange of data and text; reviewing and analyzing possible modifications or upgrades to the financial aspects of the NIS system, specifically accounts payable, general ledger, and budget; investigating, troubleshooting, evaluating, identifying, and recommending possible solutions for gaps and known problems of the system; and developing, documenting, and implementing the process for configuration, testing, and implementation of upgrades to the J.D. Edwards (R) financial modules.

**A. (After each item, check the blank that best applies to you) I have no coursework or experience, some coursework or experience, one to two years of coursework or experience, , or more than two years of experience in:**

15. Using an automated financial system.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More

16. Using a spreadsheet application or program.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More

17. Using a database management application or program.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More

18. Working with the electronic exchange of data and text.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More

19. Reviewing or analyzing modifications or upgrades to an integrated information system.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More

20. Investigating, troubleshooting, evaluating, identifying, and/or recommending possible solutions for gaps and known problems of an integrated information system.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
21. Developing, documenting, and implementing the process for configuration, testing, and implementation of upgrades to financial modules in an integrated information system.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
22. Working with an Enterprise Resource Program, or ERP software.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
23. Working with a J.D. Edwards (PeopleSoft Enterprise One) ERP system.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
24. Working with J.D. Edwards (PeopleSoft Enterprise One) financial modules.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
25. Working with NIS (the Nebraska Information System).  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
26. Reviewing, analyzing, or working with possible modifications or upgrades to financial aspects of an information system, specifically accounts payable, general ledger, or budgeting.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
27. Reviewing or working with the financial aspects of the NIS system, specifically accounts payable, general ledger, and/or budget.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More

**B. I have further information about my ability to work with an ERP system:**

III. The person in this position must be able to interact and communicate with federal, State, and local government employees and officials, vendors, and auditors in order to answer inquiries; promote cooperation; resolve discrepancies, recommend solutions regarding financial or budgetary issues; and develop and present information to all State agencies concerning upgrades of NIS (Nebraska Information System) financial modules.

**A. (After each item, check the blank that best applies to you) I have no experience, some experience, or a year or more of experience in:**

28. Developing working relationships with other people.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
29. Working with other people to maintain records or accounts or prepare reports.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
30. Answering inquiries or providing information to others.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
31. Explaining or preparing explanations of instructions, policies, procedures, or regulations.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
32. Discussing or exchanging interpretations of policies, procedures, or regulations with others to arrive at a consensus or agreement.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
33. Working with others to resolve problems or discrepancies.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
34. Working with others to locate or investigate the sources of discrepancies or inaccuracies.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
35. Working with others to develop savings or improvements.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
36. Obtaining information from others.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
37. Composing or preparing reports or correspondence.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
38. Developing information and presenting it through others, such as officials or work teams.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year
39. Making presentations or public speaking.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_ (c)1 Year

40. Making presentations or addressing groups on financial or budgetary issues.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 Year
41. Presenting and communicating complex ideas or concepts to public employees.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 Year
42. Presenting and communicating complex ideas or concepts to high-ranking governmental officials.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 Year

**B. (After each item, check the blank that best applies to you) I have no coursework or training or some coursework/training in:**

43. Business English or business writing.  
\_\_\_ (a)No \_\_\_ (b)Some
44. Speech/Communications.  
\_\_\_ (a)No \_\_\_ (b)Some
45. Human or public relations.  
\_\_\_ (a)No \_\_\_ (b)Some

**C. I have further information about my ability to interact and communicate with others:**

IV. The person in this position must know State Government functions, GASB pronouncements, federal rules and regulations related to public sector accounting/finance, and governmental auditing, in order to be able to analyze current business processes across the State related to general ledger, accounts payable, accounts receivable, and budget practices; develop, create, maintain, test, and communicate process flows that comply with the State of Nebraska Statutes, Executive Orders, standard operating procedures, GASB pronouncements, and best business practices; develop standardized statewide process flows based on information gathered; and analyze changes to these laws, procedures, and practices for impact to the configuration and use of the system.

**A. (After each item, check the blank that best applies to you) I have no experience, some experience, one to two years of experience, or more than two years of experience in:**

46. State government.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More
47. Working with Nebraska Statutes or Executive Orders.  
\_\_\_ (a)No \_\_\_ (b)Some \_\_\_(c)1 to 2 \_\_\_ (d)More

48. Interpreting and applying Nebraska Statutes or Executive Orders.  
 (a)No  (b)Some  (c)1 to 2  (d)More
49. State or governmental accounting.  
 (a)No  (b)Some  (c)1 to 2  (d)More
50. Working with GASB pronouncements.  
 (a)No  (b)Some  (c)1 to 2  (d)More
51. Interpreting and applying GASB pronouncements.  
 (a)No  (b)Some  (c)1 to 2  (d)More
52. Working with federal rules and regulations.  
 (a)No  (b)Some  (c)1 to 2  (d)More
53. Interpreting and applying federal rules and regulations.  
 (a)No  (b)Some  (c)1 to 2  (d)More
54. Working with best business practices.  
 (a)No  (b)Some  (c)1 to 2  (d)More
55. Analyzing business practices.  
 (a)No  (b)Some  (c)1 to 2  (d)More
56. Management analysis.  
 (a)No  (b)Some  (c)1 to 2  (d)More
57. Systems or process analysis.  
 (a)No  (b)Some  (c)1 to 2  (d)More
58. Analyzing, interpreting and applying statutes, rules, guidance, or procedural changes.  
 (a)No  (b)Some  (c)1 to 2  (d)More
59. Modifying or recommending modifications to computer or software systems or configurations to reflect changes in analysis, interpretation, or application of statutes, rules, guidance, or procedures.  
 (a)No  (b)Some  (c)1 to 2  (d)More

**B. (After each item, check the blank that best applies to you) I have no coursework or training, some coursework/training, or two or more courses in:**

60. Governmental accounting and auditing practices and procedures.  
 (a)No  (b)Some  (c)More
61. System analysis.  
 (a)No  (b)Some  (c)More
62. Law or legal studies.  
 (a)No  (b)Some  (c)More
63. Political science.  
 (a)No  (b)Some  (c)More

**C. I have further information on my abilities to develop, create, maintain, test, and communicate process flows based on information gathered; and to analyze changes to laws, procedures, and practices for impact to the configuration and use of the system:**

V. The person in this position must be willing to work with detailed information, sophisticated information technology, and a variety of people.

**A. (Check each blank that applies to you) I am willing to:**

- 64. Work with numbers and financial information on a daily and continuing basis.
- 65. Work with computers and information technology on a regular basis.
- 66. Work with Information Technology specialists or computer professionals on a daily and continuing basis.
- 67. Work with users of financial information who are not Information Technology specialists or computer professionals, on a daily and continuing basis.
- 68. Address groups and make public presentations on a regular basis.
- 69. Work occasional evenings, weekends, and extra time as needed to implement system upgrades and accomplish the work on hand.
- 70. Work with public officials and State employees on a regular basis.
- 71. Work with J.D. Edwards and NIS in a professional, supportive, and facilitative manner.

**B. For each item above, 64-71, that you did not check, explain how else you intend to meet this requirement of the job:**