

To be considered, your current application form and your responses to this questionnaire must be on file, received, or postmarked by **September 4, 2007**.

## **PERSONNEL ANALYST**

#65-80304-1

### **Department of Administrative Services--State Personnel Division Supplemental Questionnaire**

Each candidate is being required to answer the following questions so that you can be evaluated more fairly for this position on your experience and training, based on your responses to the items below. Your responses will be scored on what you say and include. Please make them as complete and accurate as possible. 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. Applicants who need accommodation in the selection process should request this in advance. 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.

**PROVIDE YOUR RESPONSES AS FOLLOWS:** On a separate sheet of paper respond to each of the following statements or questions individually and completely. Number your responses to correspond with the items. **Do not worry about not having all the coursework or experience asked about on the questionnaire; do describe all the relevant experience or coursework you have had.** Explain or describe any experience (paid or unpaid) and/or training related to each item. Describe each job, occurrence, or course and the amount of time or credit it involved.

While you must provide enough information to show what you know or are able to do in relation to this job and where and how you obtained each particular knowledge or ability, your answers will also be scored for **directness** and **conciseness**. The ability to organize and summarize information effectively is one of the requirements of this job.

Submit these responses to be placed with your application. Keep a copy of your responses for possible use in an interview. **Be sure to put your name and Social Security number on each sheet you submit.** Please call (402) 471-4463 if you have any questions on how to complete this questionnaire. Your application for this position will not be complete until your responses to these items are received by:

**Nebraska State Personnel  
301 Centennial Mall South  
P. O. Box 94905  
Lincoln, NE 68509-4905**

#### **Items**

1. The Personnel Analyst must know the principles, practices, and techniques of personnel or human resources administration, especially public personnel administration. Describe any education or experience you have had in the personnel or human resources field, including personnel, business, or public administration; industrial/organizational psychology; employee/labor relations; or relevant social/behavioral sciences. Include any experience in a personnel or human resources program and specify the personnel functions involved and the personnel management principles learned or applied. Emphasize any coursework or experience in personnel, employee, job, or position classification or compensation; job analysis or job evaluation; employee recruitment or selection; conducting employment interviews; Equal Employment Opportunity/Affirmative Action/Diversity programs or program review; employee benefits or records maintenance or management; payroll preparation and review, processing personnel transactions; and/or interpreting or applying personnel-related policies, procedures, or State or federal laws or regulations for employees, job applicants, managers, officials, or the public.

2. The person in this position must be able to research, collect, and analyze information; conduct desk audits, job analysis, or job evaluation; and organize data to fit job classification systems, point factor evaluations, or similar systems or formats and to prepare documents, oral presentations, or reports. Describe the experience or coursework you have had in researching, collecting, analyzing, or organizing data for distribution, presentation, publication, or use in training materials. Include any experience or coursework in classifying jobs or positions in a formal personnel classification system, conducting job analysis or desk audits, or evaluating, recommending, or assigning pay grades or salary levels. Emphasize any experience or coursework in organizational analysis or involving a point factor job or employee classification or evaluation system or leading or serving as a team leader on classification projects.
3. The Personnel Analyst must be able to interact, communicate, and develop working relationships with staff members, other State employees, supervisors, managers, agency personnel contacts, agency directors, elected or appointed officials, other personnel professionals, large or small groups, and the public, in order to prepare proposals; question or interview employees and supervisors; conduct or answer surveys; make recommendations or reports; present and explain decisions or policies; convince or persuade others; interpret rules, regulations, or State or federal laws; or compose or write class specifications, classification decisions, and correspondence. Describe the coursework or experience you have had in speech/communications, English composition, business writing or business English, making presentations or addressing groups, testifying at hearings, obtaining information from others, convincing others of the reasonableness of your point of view, drafting legislation, or composing or writing reports, proposals, professional documents, or correspondence. Include any experience or training in active listening or actively communicating; group presentations; winning over a defensive audience; providing technical assistance to agencies or groups; composing or writing reports, correspondence, procedures, pamphlets, and/or handbooks; or assisting in drafting rules or legislation. Emphasize any experience in conducting classification or compensation audits or interviews; conveying or discussing classification proposals or decisions; composing, writing, or presenting proposed policies, procedures, regulations, or class specifications; preparing materials or presentations for different types or levels of audiences; or interpreting or explaining personnel-related rules, regulations, policies, procedures, or laws.
4. The person in this position must be able to develop and conduct training for supervisors, managers, officials, employees, other staff members, or other personnel professionals on performance evaluation, management, or other topics related to personnel or human resources administration. Please describe any education or experience you have had that would assist you in planning and conducting training sessions. Include any training or experience in preparing training manuals or materials or in conducting training or instruction. Emphasize any experience or coursework in adult education or providing in-service training.
5. The Personnel Analyst must know the State and federal laws affecting public personnel administration and be able to interpret and apply personnel regulations, policies, or procedures; recognize, evaluate, and analyze personnel management problems; and recommend courses of action. Describe any experience or training you have had in solving problems. Include any coursework or training in public, personnel, human resources, or business management or administration or other social/behavioral sciences that gave you the opportunity to develop analytical skills *and* any experience related to personnel or human resources that involved researching or analyzing various situations, applying theories or principles, making informed decisions, and/or exercising independent judgment. Emphasize any experience working with the Fair Labor Standards Act or similar State or federal laws or regulations.

6. The person in this position must know and be able to use computers. Describe any experience or coursework/training you have had in using computers. Include any experience or training in using personal computers for word processing or database applications. Emphasize any coursework or experience using Microsoft Office; searching the Internet or the web; or creating, applying, or developing special computer reports or report formats.