

To be considered, your current application form and your responses to this questionnaire must be on file, received, or postmarked by **September 17, 2007**.

RESEARCH ANALYST II

#65-80402-2

Department of Administrative Services—Employee Relations 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

wrk4neb@notes.state.ne.us

301 Centennial Mall South

P. O. Box 94905

Lincoln, NE 68509-4905

Items

1. The person in this position must be able to collect data and research and analyze information for documents, presentations, and 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; evaluating, recommending, or assigning pay grades or salary levels; reviewing or recommending levels or types of employee benefits; or conducting or gathering information from surveys, internet or published sources, or automated computer searches and queries. Emphasize any experience or coursework in conducting or gathering workforce or demographic data or contract or labor negotiation information from surveys, official or published sources, or automated computer searches and queries, and organizing data or information for presentation or publication.

2. The person in this position must know descriptive statistics and be able to formulate data into usable formats for reports and projects. Describe your coursework or experience in quantitative or qualitative statistics or computing solutions to problems. Include any coursework/training or experience in summarizing information into worksheets, tables, and reports. Emphasize any experience or coursework in compiling and reporting data and statistics from various sources using computer automated techniques.
3. The Research Analyst must know and be able to apply the principles, practices, and techniques of statistical analysis. Describe any experience or training you have had in analyzing statistical data or solving problems. Include any coursework or training in employee or labor relations; public, personnel, human resources, or business management or administration; or other social/behavioral sciences that gave you the opportunity to develop analytical skills *or* any experience related to workforce development, labor relations, or personnel or human resources that involved researching or analyzing various situations, applying theories or principles, and recommending courses of action or making informed decisions. Emphasize any experience doing comparability analysis or using cost analysis techniques.
4. The Research Analyst must know and be able to use a variety of computer applications. Describe any experience or coursework/training you have had in using personal computers, word processing, spreadsheet, presentation, or database applications or the electronic exchange of data and text. Include any coursework or experience using Microsoft Office, i.e. Microsoft Excel, Access, Word, or Power Point; working with automated systems; searching the Internet or the web; or creating, applying, or developing special computer reports or report formats. Emphasize any experience working with NIS (the Nebraska Information System) or researching, collecting, compiling, and reporting data and statistics from various sources using computer automated techniques.