

To be considered, your current application form and your responses to this questionnaire must be on file, received, or postmarked no later than **OPEN**.

Executive Director
#68-00001
MEXICAN-AMERICAN COMMISSION
Supplemental Questionnaire
Evaluation Criteria

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. **Please make your answers concise, not lengthy.** 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. 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 of the responses 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
state.jobs@nebraska.gov
301 Centennial Mall South
P.O. Box 94905
Lincoln, NE 68509-4905

Items

1. The Executive Director must be able to direct the Mexican-American Commission office in order to implement, coordinate, and administer the Commission's activities, procedures, and policies.

Describe any experience administering or managing programs or units involved with issues facing the State's Hispanic/Latino population.

Describe the experience and coursework you have had in administration or management, preparing and administering an annual budget, or program implementation and coordination. Include any experience administering or managing a program, facility, area, or organization; presenting or justifying budgets or funding requests; or coordinating or implementing policies and activities, and any coursework or training in program management, budgeting, or business, public or other types of administration.

2. The person in this position must be able to interact with officials at the leadership and policy levels, including advising the Commission on the consequences of various policies and the policy implications of various programs, coordinating meetings with the Commission and the Governor's office, providing input to the Legislature on issues facing the State's Hispanic/Latino population, serving as an administrative liaison, and implementing and managing Hispanic/Latino programs based on Commission policy, appropriated funds, and a collaborative effort with various State agency directors, public officials, community or organizational leaders, and corporate executives.

Describe the experience or training you have had in working with executives, elected officials, individuals, or groups to accomplish objectives or obtain or provide services. Include any experience or coursework/training in providing technical assistance or consultation or in developing, coordinating, or implementing organizational goals or missions or policy initiatives. Emphasize any experience carrying out the directives of a commission or board; planning or coordinating programs or policies that involved a variety of organizations or agencies and a number of officials or executives; or organization-wide, area-wide, industry-wide, or government policies or plans.

3. The person in this position must know and be able to interpret and apply the federal and State statutes, executive orders, regulations, and major court decisions dealing with issues facing the State's Hispanic/Latino population, in order to implement and administer Commission policies, procedures, and subordinate regulations; determine the validity of complaints; and make or recommend executive decisions.

Describe the experience or coursework/training you have had in interpreting and applying statutes, regulations, executive orders, or court decisions; administering policies, procedures, or regulations; or drafting legislation or statutes. Include any experience reviewing or inspecting reports, plans, or operations or any coursework/training in law, legal studies, paralegal practices, or developing regulations. Explain any experience in decision making at the state or regional level. Emphasize experience or coursework/training involving interpreting or applying specific civil rights, fair practice, affirmative action, or equal opportunity laws, regulations, or court decisions, or any experience in providing training or instruction or facilitating participative meetings that lead to shared interpretation and uniform application of principles and practices.

4. The Executive Director must be able to interact with Hispanic/Latino groups and organizations; agency staff members; the public; community, organizational, corporate, State, or government officials, managers, and supervisors; and people of various backgrounds or cultures, in order to supervise conciliation or mediation of conflicts or disputes; serve as a representative or liaison; lead or chair meetings; coordinate actions or responses; receive and resolve complaints; promote positive partnerships with private and public community agencies; meet one-on-one with representatives of various groups or members of the public; and establish working relationships.

Describe the experience or coursework/training you have had in interacting with others; developing professional relationships; supervising staff members; leading groups; or meeting with a variety of people. Be sure to include any coursework or training in human relations, or any experience or coursework involving interaction with the State's Hispanic/Latino population. Emphasize the experience or coursework you have had in planning or providing mediation or consultation or in organizing meetings or conferences.

5. The Executive Director must be able to communicate fluently in Spanish and English with the State's Hispanic/Latino population, officials, and the public, in order to obtain a better understanding; provide training and confidential counseling; prepare or consolidate responses to inquiries concerning issues facing the State's Hispanic/Latino population, or Commission policies, regulations, or actions; and make presentations to large and small groups, including relating and listening to others and communicating ideas or needs.

Describe the experience or coursework/training you have had in speaking with others; communicating with job applicants, organizational employees, or the public; responding to questions or inquiries; or making public presentations. Be sure to include any coursework or training in active listening or counseling, or any experience or coursework involving sharing information or insights with the State's Hispanic/Latino population. Be sure to mention any ability to translate easily from Spanish to English and from English to Spanish. Emphasize the experience or coursework you have had in planning or providing training.

6. The person in this position must know the principles and practices of personnel management or planning and be able to supervise and evaluate the performance of others, including developing and updating employee skills or training and implementation of strategic planning.

Describe the experience or coursework/training you have had in personnel or human resources management, public personnel management, labor negotiation, other personnel or human resources areas, or in supervisory techniques or practices. Include the type and level of experience, the extent of your responsibility, and the number and level of any people supervised. Emphasize any experience in public personnel management, preparing formal performance evaluations, adhering to Equal Employment Opportunity requirements, or in providing continuous quality improvement training for professional and paraprofessional staff members or support services. Share any examples of strategic planning you have implemented.

7. The Executive Director must be able to communicate in writing to draft procedures and guidelines, outline training or educational programs and courses, note comments or suggestions, prepare reports, draft rules and regulations, design and word brochures or informational materials, write correspondence, and edit or review the materials produced by others. Additionally, the Executive Director must demonstrate expert writing skills and the ability to prepare data with such preciseness so very controversial and/or complex issues are clearly defined. Evidence of exceptional skills in researching, collecting, analyzing, and interpreting data is essential.

Describe the coursework, training, or experience you have had in technical writing. Include any experience writing business or official reports that demonstrate collection, analysis, and interpretation of data. Describe examples of correspondence or educational or training plans you have developed.

8. The person in this position must be a confident, assertive person, who is self-motivated and willing and able to meet specified requirements. Please explain the experience you have had in performing, or your ability and willingness to perform, each of the following:
 - a. Work closely with the Commission or Executive Board including coordinating and implementing the annual agency goals and objectives as determined and directed by the Board, submitting reports and applicable information to Commission members for review and approval, and adhering to all policies and procedures as set by the Commission.
 - b. Work with people of Hispanic/Latino backgrounds to see that they are treated fairly and given the opportunity to demonstrate their qualifications for employment; use their knowledge, abilities, living skills, and other potential assets, and obtain whatever available housing they can afford..

- c. Work, via training and public relations, to remove from the state and government all vestiges of prejudice and discrimination against the State's Hispanic/Latino population.
- d. Work with group members to explain decisions or practices that may be to their benefit or disadvantage, compared with members of other groups.
- e. Deal with complaints, grievances, inequalities, and demonstrated unfairness on a daily basis.
- f. Make decisions and introduce or enforce Commission decisions and policies that are unpopular with individuals or groups.
- g. Keep an open mind and listen to all publics and/or parties in disputes.
- h. Keep the Commission informed and abreast of the federal and State statutes and court decisions and keep office policy and procedures in line with them, whether or not you personally agree with the current laws.
- i. Travel as necessary to meet and interact with members of the State's Hispanic/Latino population and represent the Commission at meetings, conferences, activities, and events.
- j. Work with Word, PowerPoint, Excel, Access, Outlook Express or related email systems, and utilize information from computerized data systems to make decisions at the organizational level.

For each of the above items a through j, where you have not indicated your willingness and experience or ability, explain how else you plan to meet that requirement of the job.