

STAFF SERVICES ANALYST/  
ASSOCIATE GOVERNMENTAL PROGRAM ANALYST  
STATEMENT OF QUALIFICATIONS

Name of Applicant:	Date:
Civil Service Classification	Department/Section:

INSTRUCTIONS:

This non-confidential Statement of Qualifications (SOQ) is designed to elicit information regarding each applicant's abilities, knowledge, and experience in relation to the Staff Services Analyst/Associate Governmental Program Analyst (SSA/AGPA) position in the Personnel Office - Contractors State License Board.

On the sheets provided, please complete your response to each qualification statement and identify a reference, who can verify your knowledge and/or experience with regard to each qualification statement. If you do not have the experience in a certain category, include examples of similar experience that would demonstrate your ability or potential to perform the specific function. Please limit your answers to one page per question. Please use Arial or Times New Roman font in size 12.

This information will be used in conjunction with the interview to assist the interview panel in determining the most qualified candidate for the SSA/AGPA position.

Please describe your Personnel – Human Resources experience in the following areas: Classification and Pay; Health Management and Safety; Exams, Selections and Certification; Position Control, Payroll and Benefits. Give examples of your responsibility and involvement in the above described area(s), and the methodology used to perform your duties and achieve desirable outcome.

Reference \_\_\_\_\_ Phone Number \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Please describe a project that you were involved in, your role and responsibilities during the project, what steps you took to accomplish your goals, the outcome of the project, who was impacted, and the size of the organization affected.

Reference \_\_\_\_\_ Phone Number \_\_\_\_\_