

Supplemental Questionnaire
for
Director, Office of Personnel Management

Please read through the instructions and the questionnaire carefully before you fill it out. It is very important that you answer the questions as completely and accurately as possible.

INSTRUCTIONS

The Utah County Personnel Office appreciates your interest in this position. Since this questionnaire is an important part of the selection process for this position, **it must be fully completed.** It has been prepared to give applicants the same opportunity to fully explain their background as it relates to this position. In this questionnaire you will be asked to describe your past experience in performing certain duties. **Do not substitute your resume or any other material for a response to the questions contained in this questionnaire.** *Any work experience listed on this supplemental questionnaire must be indicated on your application.* We are only interested in your past experience, not in titles of positions you have held, or in your belief that you could do the job if given the chance. Please follow the instructions carefully for each question. Please write clearly.

The information you provide will be evaluated to determine your eligibility for further consideration.

Please type or use black ink (for reproduction purposes). Please attach additional pages using the same format when more space is needed. Please submit all application materials to Utah County Personnel Office, 100 East Center, Suite 3800, Provo, Utah, 84606.

Name (please print)

Date

Job Announcement Posting # _____

Last four numbers of Social Security #: X X X - X X - ____ _

PLEASE READ CAREFULLY BEFORE SIGNING: The answers to the following questions are true and complete to the best of my knowledge. I understand that falsification of information may result in my disqualification or removal from a County position.

Signature: _____ Date: _____

Please answer the questions as completely as you can. Remember, we are interested in a description of your past experience and not in the titles of positions you have held. Identify your employer(s) for all the experience you describe.

Please describe in detail the length and scope of your experience in the following areas:

1. Review your experience in developing employee relations policy and administering agency-wide employee discipline. Indicate whether experience is with public or private sector, size of organization, and number of employees.

Number of months in this function: _____ full time part time

2. Describe your experience in contract negotiations relating to benefits. Specify your role in these processes and the benefits negotiated.

Number of months in this function: _____ full time part time

3. Outline your experience in making employment decisions including work accommodations for employees in accordance with the Americans with Disabilities Act, worker's compensation laws, and the Family and Medical Leave Act.

Number of months in this function: _____ full time part time

4. Detail your responsibility in designing and administering an agency-wide pay plan that includes salaries, wages, incentives, bonuses, leave, insurance, retirement, and other benefits. Indicate whether experience is with public or private sector, size of organization, and number of employees.

Number of months in this function: _____ full time part time

5. Recount your experience in making final decisions on position classifications and setting related pay ranges. Include whether experience is with public or private sector, size of organization, and types of positions reviewed.

Number of months in this function: _____ full time part time

6. Explain the scope of your supervisory duties in past positions. Indicate what positions you supervised, who you reported to, and type and size of organization.

Number of months in this function: _____ full time part time

7. Please review your experience in the following areas: (Indicate size of organization, and number of employees)

Number of months in this function: _____ full time part time

a. recruiting

b. training/employee development

c. designing and administering benefit plans

d. payroll administration

e. recommending and administering disciplinary actions