

Supplemental Questionnaire
for
PERSONNEL ANALYST III

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. What is your experience and background in performing administrative and analytical work in the following personnel management areas: (Please indicate whether experience is with public or private sector, size of organization, and number of employees.)

A. Benefits and payroll:

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

Health, life, dental and disability Insurance enrollment, benefit administration, and employee training and development

Defined Benefit Plans, including Utah Retirement Systems

Defined Contribution Plans, including 401(k) and 457 plans

Cafeteria Plan administration, including Flexible Spending Accounts and Health Savings Accounts

Payroll administration, including FLSA compliance and tax reporting

Leave administration, including FMLA, ADA and military leave

B. Recruitment:

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

C. Classification and compensation:

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

2. Please describe your Personnel or Human Resources-related education. What educational background do you have and how do you keep up with new developments in the field?

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

3. Please list any experience you have in the field(s) of healthcare, retirement programs, dental programs or government work experience that would demonstrate your capability to administer a benefit program.

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

4. Please outline the software and computer programs you are proficient with and those you are familiar with.

5. Please list your professional certifications: