Name: _____

Date: _____

Supplemental Questionnaire

Transactions Section
Staff Services Analyst
290-331-5157-048

This questionnaire will assist in reviewing your qualifications for the Staff Services Analyst vacancy. Applications submitted without the completed Supplemental Questionnaire will not receive further consideration. Please limit your responses to no more than two pages total.

1. In a paragraph, please describe your experience in preparing reports? What type of reports have you prepared? What steps were taken in the preparation of the reports to ensure accuracy of the data?

2. This position requires the candidate to have knowledge of and proficient in, the State of California's civil service payroll and benefits system, including but not limited to LAS, PIMS, CalPERs, as well as ECOS. In a paragraph, please describe your experience in each of these subjects. How would you develop and administer training in these areas?