Management Analyst I

Supplemental Employment Application Questionnaire

1.	Describe your procurement experience as it relates to soliciting bids and proposals developing and writing contracts, and contract administration and compliance.
2.	Describe your experience preparing a budget for a public agency. Include your level or responsibility and your experience with development, implementation, and monitoring.

3.	Describe your experience researching and analyzing an issue and providing a recommended
	course of action. Include examples of how you researched and analyzed the issue, the process you used to develop your recommendation, and how you presented your recommendation.
4.	Describe your level of experience working with Human Resources including recruitment,
	employee retention, and employee development.
<u>Att</u>	tach a professional writing sample. The sample must be something you've written in the

last two years.