

Supervising Financial Services Specialist | 2013 Supplemental Questionnaire 13-0216-01

This Supplemental Questionnaire has been provided in advance of the limited application filing period. Once the limited application filing period has opened for applications, you are required to complete the on-line Supplemental Questionnaire which will include ALL of the questions below. It is advisable to work on your responses to the questions in advance of completing your on-line application so that you are well prepared to provide your responses when prompted to do so during your submission of the on-line application.

**APPLICATIONS & SUPPLEMENTAL QUESTIONNAIRES WILL ONLY BE ACCEPTED FROM
10/21/13 – 11/1/13**

Thank you for your interest in the position of Supervising Financial Services Specialist. Your completed response to this supplemental questionnaire will be evaluated to determine your qualifications and must be completed properly in order to be given full consideration for the next phase in the selection process. Responses should be thorough and specific, yet concise and succinct. A lack of adequate detail in the supplemental questions and in your application may result in failure or disqualification for this recruitment. Neatness, clarity of expression, grammar, spelling and the ability to follow instructions will be considered in the evaluation process. **A resume will not be accepted as a substitute for a thoroughly completed employment history and supplemental responses.**

1. Please select how you are qualified for this position from one of the options below:

- Internal Pattern - I possess the equivalent of two years of full-time experience working directly for the Alameda County classified service at the level of or higher than the class Financial Services Specialist II (*non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts*).
- External Pattern - I possess the equivalent to graduation from a four-year accredited college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, economics, financial planning or a field related to the work AND two years of full-time professional-level experience in independently performing financial planning or analysis, budget development and processing, contract negotiation and administration and/or grants management at a level equivalent to or higher than the County class of Financial Services Specialist II in the Alameda County classified service.
- I possess a combination of education and experience that is qualifying.
- I do not possess any of the above qualifications for this position.

2. A combination of education and work experience may qualify you for this recruitment. If you are using education as part of your qualifications for this position, please provide the following in the space below:

- Universities Attended and From Which You Graduated
- Major & Degree Received
- Number of quarter/semester units completed

Supervising Financial Services Specialist | 2013 Supplemental Questionnaire 13-0216-01

3. If you qualify for this position by possess the equivalent to two years of full-time experience working directly for the Alameda County classified service at the level of or higher than the class Financial Services Specialist II (*non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts*), in the space provided below, list the classification title(s) you have held and the dates and duration of employment in each qualifying classification (otherwise indicate n/a):
4. Describe your experience supervising administrative and financial functions specifically in a law enforcement or health care organization where you were required to work in compliance with government accounting, budgeting and public finance and reporting standards.
In your response, be sure to include the organization where you worked, your employment dates, your title, the number and title of those you supervised, and a description of your primary duties.
5. Describe the most highly complex fiscal year budget or financial plan you have been responsible for developing. Please describe your specific role and duties, the total dollar value of the budget(s) and your direct responsibility. What about the budget/plan made it so complex?
6. Discuss a specific example of the most recent experience you have managing the accountability and reporting requirements for governmental grants or contract service agreements.
7. Describe a situation you encountered where you anticipated and resolved a fiscal problem that had the potential to significantly and negatively impact operations or services. How did you initially recognize the issue and identify the potential negative impact, what solutions did you propose, and what was the final outcome?
8. Describe your proficiency level and experience using excel and various databases to track, monitor, analyze and prepare clear financial reports. Please also include any experience you may have working specifically with Alameda County standard information technology systems including PeopleSoft/Oracle HRMS and Financial systems.
9. The supplemental questions above were designed to elicit your experience as it relates to the current recruitment in order to identify the best qualified candidates for the position. Only the most suitably and best qualified candidates will be invited to participate in the oral interviews. By selecting yes below, you certify your understanding that all applicants who meet the minimum qualifications are not guaranteed to move forward in the process.

Do you understand the above statement? ___ Yes ___ No