

SYSTEMS ANALYST

Supplemental Questionnaire

Complete this supplement in addition to the regular employment application. This supplement is designed to clarify your related experience.

“Skill level:” Enter the number which reflects your highest level of skill

1. Limited exposure – studied only
2. Work experience – still require additional assistance
3. Used extensively – can independently perform full range of job duties

A. OPERATING SYSTEMS/PLATFORMS

Indicate below the types and versions, e.g.
Windows, Unix, Linux, ZOS, WebSphere

Months of
Experience

Date of Most Recent
Experience (MM/YYYY)

Skill Level

B. PRODUCTIVITY TOOLS

Indicate below the types and versions, e.g.
Word, Excel, Visio, Project, PowerPoint,
SharePoint

Months of
Experience

Date of Most Recent
Experience (MM/YYYY)

Skill Level

C. DEVELOPMENT TOOLS/TECHNOLOGIES

Indicate below the types and versions, e.g.
.NET, ASP.net, Java, COBOL, CICS, PeopleSoft,
FileNet, PowerBuilder

Months of
Experience

Date of Most Recent
Experience (MM/YYYY)

Skill Level

D. DATABASE

Indicate below the types and version, e.g.
SQL Server, DB2, Other

Months of
Experience

Date of Most Recent
Experience (MM/YYYY)

Skill Level

E. APPLICATION DEVELOPMENT & SUPPORT

	Months of Experience	Date of Most Recent Experience (MM/YYYY)	Skill Level
Application Development	_____	_____	_____
Application Maintenance	_____	_____	_____
Web Services	_____	_____	_____
Utilities	_____	_____	_____
Troubleshooting & Support	_____	_____	_____
Batch Processing	_____	_____	_____
Other	_____	_____	_____

F. SYSTEMS ANALYSIS & DESIGN

	Months of Experience	Date of Most Recent Experience (MM/YYYY)	Skill Level
Analyze existing system	_____	_____	_____
Analyze business processes and workflow	_____	_____	_____
Write requirements documentation	_____	_____	_____
Create business/functional specifications	_____	_____	_____
Create technical specifications	_____	_____	_____
Write design documents	_____	_____	_____
Design enhancements to existing system	_____	_____	_____
Design new system	_____	_____	_____
List analysis tools e.g. UML, use cases, Rational, etc.			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

G. RESEARCH AND DEVELOPMENT

	Months of Experience	Date of Most Recent Experience (MM/YYYY)	Skill Level
Prototyping	_____	_____	_____
Feasibility studies	_____	_____	_____
Developing standards	_____	_____	_____
Writing proposals	_____	_____	_____
Other	_____	_____	_____

H. EXPERIENCE PERCENTAGES

Approximately what percent of your experience have you spent performing the following in your most recent position? **The total of the percentages should be 100%.** The experience here should be consistent with the work history given on the regular application and on other portions of the supplemental questionnaire.

	Percent		Percent
Supervision and/or workload management of others	_____	Project planning, estimations, and management	_____
Application Development	_____	Systems analysis and design	_____
Application Maintenance	_____	Test plan development and execution	_____

I. APPLICATION DESCRIPTIONS

Please describe the scope of the most complex and or challenging system for which you have performed analysis and design and/or programming. Specify your level of involvement, your length of involvement, size of your team, number of end users, and the outcome of the project.

J. OTHER EXPERIENCE

Add any other aspects of your qualifications which you believe may place you among the best qualified for the position.

CERTIFICATION OF APPLICANT: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, skills, and experiences. I agree and understand that misstatements or omissions or material facts, or alterations to questions on this Supplemental Questionnaire herein may forfeit my rights to any employment in the service of the County of Alameda.

SIGNATURE:

DATE: