

**Administrative Deputy II (UC)
Administration**

Supplemental Questions

This Supplemental Questionnaire will be used to determine each applicant's qualifications for this position and whether the applicant will continue in the recruitment process. Applicants are encouraged to answer all questions thoroughly and completely. Applicants should use single spacing and Arial 12 point when responding, and the response for each question should not exceed one page each.

Although your responses to the supplemental questions will assist in evaluating your application, your responses do not replace the detailed work experience required in your application.

1. Describe your senior management-level experience in any/all of the following areas:
 - a. **Fiscal or budget related areas of a department.**
 - b. **Contract administration for a department.**
 - c. **Personnel related matters for a department.**

In your answer, please include your job title, organization, dates of employment, number of staff, and the scope of your responsibilities over each of the functional areas.

2. Experience working with executive-level managers and their respective staff in governmental and/or public sector agencies running a complex operation and/or assisting in the management of a major operational unit. Please describe your role and any accomplishments or achievements.
3. Experience recommending and implementing operational strategies and/or process enhancements/improvements. Please provide specific examples undertaking automation efforts including the direction of systems development, implementation, maintenance, and operations.
4. Experience performing management activities, including goal setting, budget management, human resources, strategic planning, and the formulation and implementation of departmental policy. Please provide specific examples, including the size of organization, scope of the activities, impact, and accomplishments.