

Supplemental Questions for the Senior Management Analyst/Management Analyst Position

The purpose of this questionnaire is for you to identify your qualifications and experience in specific job related areas. Your responses, along with your other application materials, will be reviewed by the AHA and used to make the initial determination of which applicants are best qualified for the position.

Written answers are not to exceed two (2) pages total.

1. Describe your experience performing analysis of federal, state, and/or local legislation and regulations, and in writing policies and procedures to ensure organizational compliance with these regulations.
2. Describe the most complex issue or problem that you were personally responsible for analyzing and providing a recommended course of action for. Explain the applied methodology used in your analysis as well as the outcome.
3. Please describe your experience and proficiency level with various types of technologies, including Office Suite; document or data management software, including any knowledge of Yardi or Laserfiche; and any experience with website design or maintenance.