

Supplemental Questions for the Human Resources Manager/Management Analyst - HR 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. Please describe your experience working in Human Resources, including all experience in human resources administration, employee relations, recruitment and selection, classification and compensation, benefits, employee related risk management and your role.

2. 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.

3. Describe an example of a management report that you produced that influenced an agency decision or direction.