

## Associate Personnel Analyst

530-001-5142-xxx

### Supplemental Questions

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The following questions must be answered and attached to your application/resume to be considered for an interview:

1. The position will function as the Training Officer for a small agency, which requires a person to develop and maintain an effective Training Program. Please prepare a Training Plan *outline* that you would use as a starting point for this assignment and explain how the *outline* meets applicable laws/rules.
2. The position will also function as the Assistant Human Resources (HR) Officer for a small agency that contracts out for some HR responsibilities excluding C&P. Please describe your C&P experience including recruitment and selection experience.
3. The position will be responsible for revising a department-specific classification series. What are some *steps* you will take to ensure that this assignment is thoroughly completed?