

SUPPLEMENTAL QUESTIONNAIRE

For Principal / Budget Analyst



Last Name, First Name:

The Budget Office has a Professional Development Program which allows consideration and appointment of eligible candidates at the appropriate position level. You will find below the position levels of the unit and its corresponding salary range:

Associate Budget Analyst:	\$88,316.80 - \$106,724.80
Budget Programs Analyst:	\$104,811.20 - \$126,692.80
Senior Budget Programs Analyst:	\$113,152.00 - \$136,718.40
Principal Programs Analyst:	\$119,142.40 - \$144,019.20

Please respond and provide sufficient information to the questions below to evaluate your qualifications and/or assess the level that you will best qualify for.

1. How long have you been working in the area of Budget preparation and analysis?

- Less than 3 years
- 3 years to 5 years
- More than 5 years

2. Describe your experience with the following computer software programs. Indicate your proficiency level and provide specific or detailed examples of projects or documents you used it for at work. If none, type N/A

- MS Outlook
- MS Word
- MS Powerpoint
- MS Excel
- Accounting or Budgetary Proprietary Systems

3. Describe your position-related experience in budget preparation, budget analysis, financial analysis, operations analysis, or relevant administrative policy analysis; and the length of time you worked in each of these areas.