

Statement of Qualifications

Your SOQ must address the responsibilities of the position including all relevant experience and education. Applications without an SOQ or an SOQ that is not responsive to the requirements of the position will not be considered. The SOQ should be in narrative form no more than two (2) pages in length. You will be rated on the content of the SOQ as well as your written communication skills. The content of the SOQ should provide the hiring manager with sufficient details to demonstrate your ability to fulfill the duties of an SSM II in the Information Technology Management Support Office.

1. Every government entity is required to develop, maintain and embrace an Equal Employment Opportunity Policy. What are the responsibilities of managers, supervisors and employees in such policies?
2. Describe your ability to communicate information regarding HR policies and issues effectively to management and to other departmental staff.
3. Define your experience with effectively managing and motivating a multidisciplinary work team of HR professionals.
4. Describe a situation where you provided sound judgment and strong leadership in making daily decisions in setting branch priorities and meeting strategic plan goals and objectives.