

Board of State and Community Corrections  
Corrections Planning and Programs Division  
SOQ Form

NAME:
POSITION APPLYING FOR: Associate Governmental Program Analyst
POSITION NUMBER: 917-193-5393-XXX
JC NUMBER: JC -

STATEMENT OF QUALIFICATIONS INSTRUCTIONS:

To be considered for the position listed above, you must complete and submit this Statement of Qualifications (SOQ) Form in addition to your Examination/Employment Application Std. 678. Cover letters and resumes do not take the place of the SOQ.

The SOQ is narrative discussion of how your education, training, experience and skills qualify you for the position. The SOQ serves as documentation of your ability to present information clearly and concisely in writing. Type your answers carefully. The SOQ will be evaluated based on the content and written communications skills demonstrated in each of your answers.

Each question on the succeeding pages must be addressed one at a time. The SOQ must be typed. Use only the space provided on this form to answer each question. Do not add additional pages.

When applying for the position through your CalCareer account, upload the completed SOQ Form along with your Standard State Application (STD 678) and other required documents on or before the final filing date. If submitting a hardcopy application by mail or drop off, print this form and submit it with your other required documents.

Application package (STD 678, SOQ Form, and other required documents) submitted through mail must be postmarked on or before the final filing date.

This position requires the successful applicant to be self-starting, able to prioritize tasks, to communicate effectively, and able to show initiative. Please provide some examples where you have worked within a team environment and demonstrated these abilities.

Describe your experience working on a project or assignment involving gathering information, and/or reporting data/statistics including the final outcome to management.

Describe a recent work problem you encountered. How did you analyze the situation and come to a decision?