



STATEMENT OF QUALIFICATIONS TRAINING

Trainer: Val Moeller

Statement of Qualifications (SOQ)

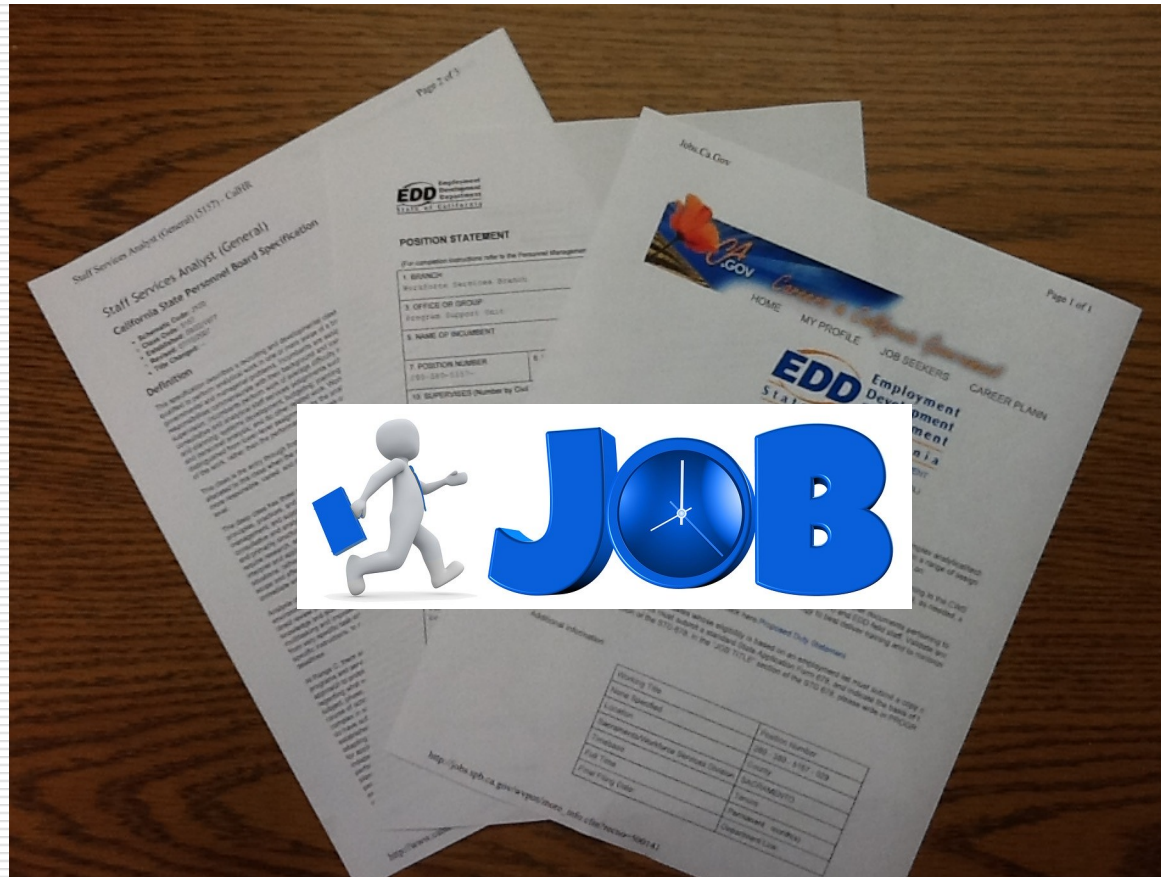
- ✓ The SOQ is a tool used to emphasize the job seeker's knowledge, skills and abilities (KSA) for the job to which he or she is applying. This tool is intended to attract the reader and demonstrates writing skills and highlights job related qualifications

WHAT??



To write a SOQ, you need to:

Understand the position



Job Announcement



Title: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
Salary: \$4,400.00 - \$5,348.00
Posted: 11/05/12

Job Description:

Under the direction of the Staff Services Manager I, the incumbent performs the full range of associate level analytical work and is responsible for performing the more responsible, varied and complex technical work within the Program Support Unit. The incumbent will serve as a lead analyst to ensure the accomplishment of the following objectives:

California Workforce Services Network (CWSN) Education - Prepare and deliver training pertaining to the CWSN, ensuring a basic level of knowledge and competency across staff, job seekers and employers. Support and recruit, as needed, a network of super trainers via training modules, skill building exercises and continued assistance. Prepare or assist in the creation of instructions, user guides, training guides and other documents pertaining to CWSN education

Coordinate semiannual statewide user group meetings with Local WIA (LWIA) and EDD field staff. Validate and provide feedback to vendor for all vendor originated training documents. Utilize technology to best deliver training and to minimize travel requirements.

To view the position's duties and responsibilities, click here: [Proposed Duty Statement](#)

SPECIAL REQUIREMENTS: Candidates whose eligibility is based on an employment list must submit a copy of their examination results. All interested applicants must submit a standard State Application Form 678, and indicate the basis of their eligibility in the "EXPLANATIONS" section of the STD 678. In the "JOB TITLE" section of the STD 678, please write in PROGRAM SUPPORT UNIT.

Additional Information:

Working Title

Position Number

REVIEW YOUR POSITION STATEMENT



POSITION STATEMENT

(For completion instructions refer to the Personnel Management Handbook Sections 3-1180 – 3-1181)

1. BRANCH Workforce Services Branch		2. DIVISION Workforce Services Division	
3. OFFICE OR GROUP Program Support Unit		4. POSITION TITLE Program Analyst	
5. NAME OF INCUMBENT		6. CIVIL SERVICE CLASS Associate Governmental Prgm Analyst	
7. POSITION NUMBER 280-380-5393-	8. DATE PREPARED	9. SUPERVISED BY (Civil Service Class) Staff Services Manager I	
10. SUPERVISES (Number by Civil Service Class) None, but may serve as a team lead.			
11. SUMMARY STATEMENT Under the direction of the Staff Services Manager I, the incumbent independently performs the full range of associate level analytical work and is responsible for performing the more responsible, varied, and complex technical work within the Program Support Unit.			

Review the Job Description (SCOPE) for which you are applying

Associate Governmental Program Analyst

California State Personnel Board Specification

- Schematic Code: JY35
- Class Code: 5393
- Established: 10/01/1969
- Revised: 09/05/2006
- Title Changed: --

Definition

Under direction, incumbents perform the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation and planning; policy analysis and formulation; systems development; budgeting, planning, management, and personnel analysis; and continually provide consultative services to management or others. This is the full journey level analyst class. Incumbents are typically subject-matter generalists who have demonstrated possession of intellectual abilities, the management tools, and the personal qualifications to succeed in a variety of general staff services settings.

Typical Tasks

Incumbents are assigned to work on a broad range of governmental and managerial problems that may be interdisciplinary in nature. Incumbents may be assigned to work as field representatives in complex and controversial intergovernmental negotiations. Incumbents conduct and/or review analytical studies and surveys; formulate procedures, policies, and program alternatives; make recommendations on a broad spectrum of administrative and program-related problems; review and analyze proposed legislation and advise management on the impact or potential impact; may act as team leaders or coordinate the efforts of representatives of various governmental agencies on larger projects; represent the State or a given department as assigned; and perform other related duties.

Minimum Qualifications

State experience applied toward the "General Experience" pattern must include at least one year in a class at a level of responsibility equivalent to that of the promotional class.

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other patterns to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit. Education: The following education is required when general experience is used to qualify at any level: equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.) and Either I Experience: One year of experience performing the duties of a Staff Services Analyst, Range C. or



KSAs...

Knowledge, Skills and Abilities

- A list of special qualifications and personal attributes that you need to have for a particular job.

"These are the unique requirements that the hiring agency wants to find in the person selected to fill a particular job. A primary purpose of KSAs is to measure those qualities that will set one candidate apart from the others."

- KSAs are defined as the factors that identify the better candidates from a group of persons basically qualified for a position.
 - How well an applicant can show that he or she matches the position's defined KSAs determines whether that person will be seriously considered for the job.
-

Setting up your SOQ

- ❑ Using the KSAs, pull out key words that you can use when writing your SOQ.
 - Philosophy of EDD
 - Communication
 - Data analysis
 - Personnel practices
 - Partnership
 - Team building

Then show examples of how your experience, education and expertise meet these topics.

KSAs.....

EMPLOYMENT DEVELOPMENT DEPARTMENT

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Which of the following is an element of a Statement of Qualification?

A. Heading

B. Summary of Past Experience

C. Training/Education

A. All of the Above

Elements of the SOQ

1. Heading
 2. Opening paragraph
 3. Summary of current role
 4. Summary of past experiences
 5. Training/Education
 6. Personal characteristics and competencies
 7. Closing
-



Heading

- Applicant's name and contact information
 - Date
 - Agency job posting contact information
 - Position information applying for
 - Formal salutation
-



Opening Paragraph

- Professional Greeting
 - Position for which candidate is applying
 - Number of years of professional experience
 - Informs the reader why you are writing
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Summary of Current Role

- ☐ Current title
- ☐ Current division and agency
- ☐ Current responsibilities and how they relate to the new position

As a Payroll Analyst in the Unemployment Insurance Branch at the Employment Development Department (EDD), I am responsible for keeping track of leave balances, act as liaison for more complex employee issues, handle sensitive information, and generate multiple ad hoc reports for Upper Management. I conduct new employee on-boarding.



Summary of Past Experience

- Consider Desirable Qualifications
- Tailor experiences accordingly
- Use active voice vs. passive voice

Example A:

- I will clean the house every Saturday. (active)
- The house will be cleaned by me every Saturday. (passive)

Example B:

- The unit was managed by me and I implemented new procedures during this time.
 - I managed and implemented new procedures in the unit.
-



Summary of Past Experience

My professional career in human resources allowed me to act in various capacities ranging from benefits administration for five years at Philips Electronics Lighting where I directly contributed to the consolidation and streamlining of employee benefits; thus improving company bottom line, as bargaining unit contract subject matter expert for six years at Bay Area Rapid Transit where I helped determine considerable options in preparation for contract negotiations, as health and safety coordinator, Equal Employment Office specialist, and payroll specialist for four years (at EDD). In my work, the utmost attention to details while meeting deliverables served as the backbone of my work ethic.



Training/Education

- Emphasize skills and training development
 - Highlight formal educational background
 - Certifications or other informal education
 - This is an optional section
-

Training/Education

Statement of Qualifications

Jane Doe

500 Broadway Street
Sacramento CA 95814
Telephone # 916.555.5555
Jane.Doe@hotmail.com

December 23, 2013

Secretary of State
Attn: Patricia Provost
1500 11th Street, Suite 475
Sacramento, CA 95814

Position Title: Senior Personnel Specialist
Position Number: 785 - 200 - 1317 - XXX

Dear Ms. Provost:

I am applying for the Senior Personnel Specialist position you currently have available. I have over 15 years of experience in human resources-related functions, including personnel management, research of personnel laws and regulations, career counseling, job posting, classification determination, recruitment, and benefits from Fortune 500 companies and most recently from Employment Development Department (EDD). In addition to my experience, I have an undergraduate degree in Psychology and a graduate degree in Social Sciences, Humanities & Interdisciplinary Policy Studies in Education (SHIPS) from Stanford University.



Closing

- Summarize
- Ask for an opportunity to discuss or be considered for an interview
- Provide contact information

I am confident that my core competencies and the breadth of knowledge that I have gained throughout my professional career make me a perfect fit for this position. I would greatly appreciate an interview. Thank you in advance for your time and consideration.



Additional tips

- Proofread, proofread, proofread!! No spelling errors allowed!
- Keep your statements concise but with enough information to get your point across to the reader
- Keep it to no more than 2 pages
- Font should be NO less than 10pt, preferably 12pt
- Include your name and the position you are applying for on each page: e.g.

Sam Spade

Employment Program Manager I



Resources

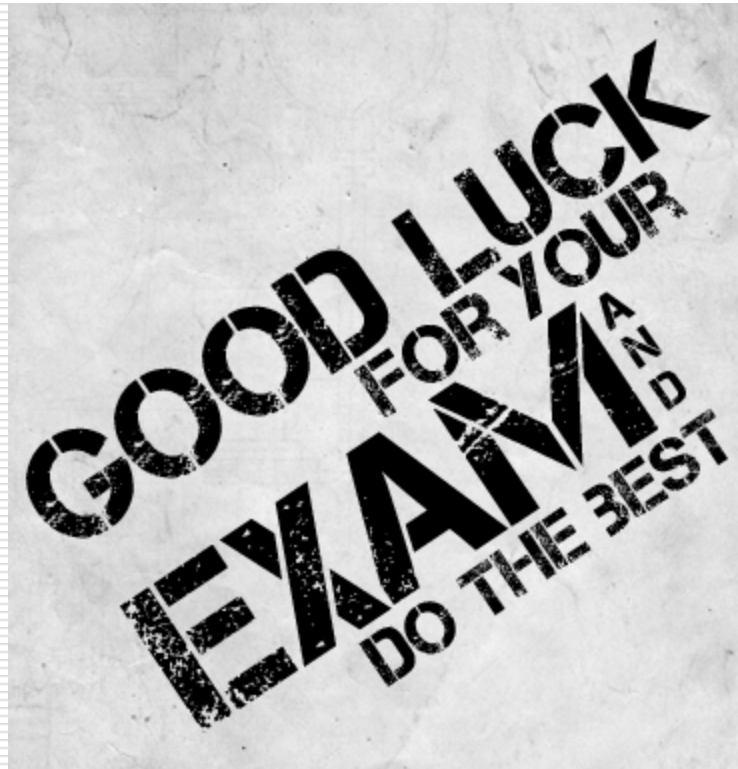
- **Purdue Owl**

<https://owl.english.purdue.edu/owl/>

- Gregg Reference Manual (local library or online)
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to all of you!!



UPLOADED TO STUDYART
