

Choose the answer from the descriptions below that best describes your education, experience, or training in each of the following areas. Select only one letter for each area.

A- I have not had education, training, or experience in performing this task.

B- I have had education or training in performing this task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

Ability to analyze, develop, and implement practices, policies, and procedures to ensure efficient operations

Knowledge of budget and financial procedures in order to deal with funding issues and all levels of staff

Ability to communicate clearly and succinctly both orally and in writing on a variety of technical and non-technical topics

Ability to use spreadsheet software applications to conduct data analysis

Knowledge of modules within FAST to review, research, and enter data

Knowledge of modules within PACTS to review, research, and enter data

Knowledge of agency-specific financial contracts