



## COUNTY OF DANE

### DEPARTMENT OF ADMINISTRATION EMPLOYEE RELATIONS DIVISION

Room 418, 210 Martin Luther King, Jr. Boulevard, Madison, Wisconsin 53703

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Web Page: <http://www.co.dane.wi.us>

TRAVIS MYREN  
Director of Administration

AMY UTZIG  
Human Resources Manager  
SYLVIA THORNTON  
Human Resources Officer

October 18 , 2009

Dear Applicant:

Thank you for your interest in the Data Base Coordinator recruitment with Dane County's Public Safety Communications Department.

The enclosed achievement history questionnaire is intended to give you the opportunity to describe your specific education, training and experience that would be relevant to this position.

The examination procedures will be as follows:

- 1) All competitors will be required to respond to the questions and return the answers to our office (typewritten responses are encouraged). Please be specific and factual in the information you provide.
- 2) An impartial review panel familiar with the requirements of this position will be convened to evaluate and grade all responses to the questions. **The panel will not have access to your application, resume, or any other materials you provide.** Be sure to include all relevant information (education, training, experience, etc.) in response to each question.
- 3) Those applicants receiving the highest exam scores will be invited to participate further in the process.

It is our belief that by providing competitors with written guidelines for describing their training and experience related to the demands of this position, we can obtain a better assessment of each applicant's relevant qualifications.

If you wish us to consider your application further, your answers to the enclosed questions and signed certificate **must be returned with a completed employment application form.** Please return your materials to the Employee Relations Division, Room 418 City-County Building, 210 Martin Luther King Jr. Blvd., Madison, WI 53703, by **4:30 p.m., Friday, October 30, 2009.** **Sorry, late application materials will not be accepted.**

WILLIAM CALAMAN – PERSONNEL TECHNICIAN

Attachments

**Data Base Coordinator  
ACHIEVEMENT HISTORY QUESTIONNAIRE**

Please answer these four questions in a concise and well organized manner, attaching your answers to this application. For your answers to be considered, you must also sign the certificate provided below. **Please put the last four digits of your Social Security Number on each of the pages containing your answers. Your name should NOT appear on the pages containing your answers.** In your answers, provide only specific relevant responses including any information that may duplicate what you provided with your application for this position. (NOTE: Graders will not have access to your application form.) Since being able to communicate effectively in writing is a very important element of the Data Base Coordinator position, your writing ability will also be evaluated. Typewritten responses are suggested.

**Question 1**

Describe your role and experience in maintaining an organization's electronic data systems. Including analyzing and researching computer hardware problems, making determinations and performing problem resolution.

**Question 2**

Describe your role and involvement in installing and moving computer hardware and software. Include a description of your hardware coordination efforts with Information Technology, outside vendors or other personnel or departments.

**Question 3**

Describe your experience in working with and supporting commercial software (MS Office, databases, etc.) and any other pertinent information surrounding your role in this capacity. Be specific in describing the software you frequently use.

**Question 4**

Describe your abilities and experience working independently under strict time constraints to develop and complete projects. Provide examples.

**CERTIFICATE:**

*I certify that I prepared my responses without assistance other than typing. (If you are successful in reaching the employment selection interview stage, you will be asked background questions regarding one or more of your responses to this examination.) I further certify that to the best of my knowledge, the experience and/or training I specified in my attached responses are true and correct, and can be independently verified. I understand that any falsification of this certificate can be grounds for removal from the eligibles list or discharge from County service.*

Signature	Date