

HUMAN RESOURCES ADMINISTRATOR SUPPLEMENTAL QUESTIONNAIRE

Instructions: Please answer the following four (4) questions on separate sheets of paper. Answers must be in narrative form, using detailed examples to support your answers. Please include your name and date on the top of each page submitted. This information will be used as part of the evaluation process. The completed questionnaire **must** be submitted with your Butte Superior Court employment application to be considered for the position. Please remember to sign and date the bottom of this questionnaire.

1. Employee and Labor Relations is a key function of this position. Discuss your experience in the following areas:
 - a) Union contract negotiations and conflict resolution
 - b) Labor contract administration
 - c) Providing assistance and direction to management in disciplinary matters including due process; grievance handling and arbitration
2. Describe your experience in the preparation of Human Resources Policies and Procedures?
3. Describe your experience working in a public sector/government arena?
4. As HR professionals, we often deal with legal and ethical situations. Tell me about an ethical situation you encountered and what part you took in resolving it?

My signature below attests to the fact that all statements made in response to this questionnaire are true and correct to the best of my knowledge. I also declare that all responses have been prepared by me and represent my independent work. I understand that all information provided may be subject to verification and reference and that any false statements will disqualify me from further consideration.

Applicant Signature

Date