FAILURE TO FOLLOW THESE INSTRUCTIONS MAY DISQUALIFY YOU FROM THIS EXAMINATION.

**Instructions:**

This document can be used as a guide to create your Statement of Qualifications (SOQ). Please carefully read the instructions as you will be rated on your ability to adhere to the filing requirements, in addition to how well your experience and/or education meets the Desirable Qualifications of the position. Be sure to closely follow the formatting requirements.

* The SOQ must address the desirable qualifications listed below.
* **Within the response, include specific information and example**s as to how your professional education, training, experience, knowledge, skills, and abilities meet the desirable qualifications of this position. Be sure to include specific examples, including your role and responsibilities as well as the outcome.
* Cover letters and resumes do not take the place of SOQs.
* The SOQ should be numbered in the same order as listed below, provide specific examples, be no more than 3 pages in length, and be no smaller than 12 point font.
1. Demonstrated strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, encourage leadership and show initiative at all levels, and use sound judgment in managing complex and varied programs.
2. Ability to establish and maintain effective working relationships on behalf of the Department with executive levels of industry, U.S. Department of Labor, control agencies, Labor and Workforce Development Agency, Legislature, federal agencies, and the vendor community.
3. Demonstrated ability to coordinate policy decisions with multiple organizations affecting the service delivery systems of major programs.
4. Demonstrated capacity to make critical and timely decisions on a variety of challenges in a fast-paced and changing environment.
5. Knowledge of both state and federal funding procedures, including experience developing state budget proposals.
6. Demonstrated experience and knowledge in developing legislative analyses, support and opposition letters, recommending legislative positions, testifying at committee hearings, and representing the Department before members of the Legislature and/or their staff.
7. Demonstrated knowledge of the principles and practices of organization, fiscal and human resource management, and the Department’s equal employment opportunity program.