



City of Brea Supplemental Questionnaire for

INFORMATION TECHNOLOGY SPECIALIST I/II

Name (please print): _____

This supplemental questionnaire has been designed to provide detailed information regarding your background and experience so we may better evaluate your qualifications for this position. It identifies significant areas of responsibility for the position. Provide a full response for each item. A response such as, "Refer to attached resume" is not considered a full response.

Attach your responses to this form. Responses that do not provide the information as requested, may disqualify you from further participation in the selection process.

The City of Brea application form and supplemental questionnaire must be completed and returned to the Personnel Department, 1 Civic Center Circle, Brea, California 92821, no later than the filing deadline as noted on the career opportunity bulletin. Postmarks and facsimiles cannot be accepted. Based upon a review of information, as submitted, those applicants who are determined to be most qualified will be invited to participate in an oral appraisal interview.

If you have any questions, please feel free to contact Tania Aranda (714) 671-4402.

Please note that failure to follow directions may disqualify your application.

For questions 1, 2 and 3, please describe your duties and responsibilities (including level of responsibility, length of experience, employer/organization, etc.). Your responses must be submitted with your application on 8 ½ x11" paper, preferably typewritten, using no more than one page per question (three pages total). Please respond to questions 4 and 5 directly on the supplied forms. ***Read, sign and date the last page.***

1. Hardware: Describe your experience installing, upgrading, maintaining or repairing personal computers and peripherals (IBM compatible & Macintosh).
2. Software: List and describe the software applications you have supported, used or are familiar with including operating systems, word processors, spreadsheets, or database programs.
3. End User Support: List and describe your experience in providing "Help Desk" support to others. (Including number of users supported types of activities performed, etc...)

5. Other Experience/Education: In the box to the LEFT of each item, write 1,2,3, or 4 using the following guide:

1 = Little or no knowledge and/or experience regarding the item.

2 = Some familiarity through course work and/or limited experience.

3 = Working familiarity but need some guidance in using or accomplishing task.

4 = Proficient and can accomplish tasks with little or no guidance and teach others.

<u>Hardware:</u>					
	Document Imaging		RAID		Personal Computers
	PC Printers		Scanners		Servers
	Switches/Routers		PDA's		SOHO Firewalls
<u>Languages/Databases/Development and Reporting Tools:</u>					
	C & C++		Informix		GIS
	Database Development Tools		Microsoft SQL		HP Open View
	Cognos		Oracle		Visual Basic
	Crystal Reports		HTML: XHTML		Other:
	Visual FoxPro				
<u>Operating Systems/Communications:</u>					
Please provide version numbers where applicable					
	Windows NT Workstation		TCP/IP		Unix
	Windows Operating Environments		Ethernet Topology		Linux
	NT Server		Aix-Unix		Sco-Unix
	Windows 2000 Server		Microsoft Exchange Server		HPUX
	Internet Security Accelerator (ISA)		Microsoft 2003 Server		PIX Security
<u>Software Packages:</u>					
	Microsoft Access		Microsoft Word		Microsoft Internet Explorer
	Microsoft Excel		Microsoft Visio		Microsoft PowerPoint
	Microsoft Publisher		Netscape		Microsoft Project
	Microsoft Outlook		Backup Exec		Other:

I certify that all statements in response to this Supplemental Questionnaire are made by me and are true, correct, and complete to the best of my knowledge. I understand that any misrepresentation, falsification, or omission of the facts herein may subject me to disqualification or dismissal.

Applicant's Signature: _____ Date: _____