

Use this additional copy of the attachment to complete a separate form for each staff member

ATTACHMENT VI

Bureau of Tobacco Free Florida
Staffing Qualification Survey

Applicant Agency _____ County _____

Staffing Qualification Survey (Three Page Limit Per Staff Member)

*The Staff Qualification Survey is an assessment of the Key Personnel Qualifications (KPQs) and Knowledge, Skills and Abilities (KSAs) of individual staff members who will work on the project. **Submit a separate survey for each staff member listed in the “Personnel Information” section on “Attachment III – Proposed Annual Budget”.** Not all staff members are expected to possess all KPQs or KSAs, however, the application evaluation will consider the degree to which all KPQs and KSAs are evident among proposed team members. The applicant must designate a staff person as contract lead, as well as identify and budget adequate staff to carry out all Work Plan Area Goal Activities. Appendix II County Policy Infrastructure Assignments lists the minimum number of full-time staff and FTEs for each county. Adequate staff will exceed this minimum in many cases and applicants are encouraged to prioritize adequate staffing when determining their budget allocations. Use the Professional Staffing Qualifications attachment to answer the following sections. **LIMIT 3 PAGES PER STAFF MEMBER.***

Staff member name: _____

Title: _____

Proposed percentage of time spent on grant activities: _____ (See note above RE: Appendix II)

*For each **KPQ** listed, choose the statement from the list below that best describes the staff member’s experience and/or training. Please select only one number for each item. Enter the number in the **Experience Rating** column next to the appropriate **KPQ**.*

1. *I have not had education, training or experience performing this task.*
2. *I have had education or training in performing the task, but have not yet performed it on the job.*
3. *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.*
4. *I have performed this task as a regular part of my job. I have performed it independently and normally without review of my supervisor or senior employee.*
5. *I am considered an expert in performing this task. 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.*

*For experience ratings of 3, 4, or 5, enter in the **Evidence of Successful Experience** column a brief description of previous performance that demonstrates the selected level of experience.*

KPQ	Experience Rating	Evidence of Successful Experience
1. Demonstrates skill in developing and implementing strategic plans for policy change, including setting goals and objectives, identifying required		

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resources, and assigning responsibility.		
2. Builds strategic partnerships internally and with other government, nonprofit, and private sector groups to achieve common goals.		
3. Recruits, trains, engages, manages, and maintains youth and adult volunteer leaders in policy work.		
4. Utilizes effective communication methods to raise sufficient visibility on a local issue to produce policy and social norm change.		
5. Analyzes and applies local, state and national data and resources to direct local programming, develop talking points and create educational materials.		
6. Adapts public health interventions to take into account the differences among populations and incorporate strategies to improve health equity.		
7. Manages human, financial, and information resources strategically. Manages financial affairs, including development of an annual budget in accordance with available funding levels and allowable expenses. Submits regular reports based upon progress toward annual deliverables. Demonstrates experience managing procurement and contracting.		

For each **KSA** listed, choose the statement from the list below that best describes the staff member's experience and/or training. Please select only one number for each item. Enter the number in the **Qualification Rating** column next to the appropriate **KPA**.

1. I draw on the strengths of others when this knowledge, skill or ability is required.
2. I have had education or training to build this knowledge, skill or ability, but have not yet used it on the job.

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3. *I have applied this knowledge, skill or ability on the job under close monitoring by a supervisor or senior employee.*
4. *I have applied this knowledge, skill or ability as a regular part of my job. I have worked independently and normally without review of my supervisor or senior employee.*
5. *My strength in this knowledge, skill or ability leads others to consult me for assistance because of my expertise.*

For qualification ratings of 3, 4, or 5, enter in the **Evidence of Successful Experience** column a brief description of previous performance that demonstrates the selected level of experience.

KSA	Qualification Rating	Evidence of Successful Experience
1. Ability to apply knowledge of effective community mobilization methods for policy and social norm change within local communities, including cultural competence.		
2. Skill in building productive relationships with state and local policy makers, elected officials and agency leaders.		
3. Ability to develop community leaders within populations disparately impacted by tobacco use and to advocate for community investments that improve health equity.		
4. Effective communication skills, both verbal (e.g. public speaking, meeting facilitation) and written (e.g. training materials, reports), that build stakeholder commitment.		
5. Ability to effectively use common computer applications and learn online systems.		
6. Ability to apply strategic planning to change policy, social norms, and processes in a community setting.		
7. Ability to remain persistent even under adversity, and recover quickly from setbacks.		