

TEST PLAN

STATE PROCUREMENT ANALYST - #0770

1. Minimum Qualifications Screening
2. Agencies may:
 - develop test questions and criteria at the time of recruitment, or
 - use the core T&E test that has been developed on:
 - A. Purchasing 38%
 - B. Analysis and Problem Solving 34%
 - C. Communication 28%
3. Those ranking highest on the test will be invited to participate in the next phase of the selection process.
4. If you are hired, certain knowledge and skills will be assessed during your trial service period.

MINIMUM QUALIFICATIONS

- three years of purchasing experience which must include using purchasing practices, procedures, and techniques such as determining specifications, placing purchase orders, and processing requisitions (One year of this experience must have included developing agreements, contracts and bids.); **AND**
- a Bachelor's degree in Business Administration or a closely-related field **or** three more years of relevant experience.