

TEST PLAN

RESEARCH ANALYST 1 - #1115

1. Minimum Qualifications Screening
2. Those passing the minimum qualifications screening may receive a grade notice that shows a final score of "Qualified"; or Agency may develop test questions and rating criteria at the time of recruitment.
3. Those with a score of "Qualified" - or 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

College-level coursework that includes at least three quarter units in business or technical report writing, three quarter units in quantitative analysis or statistical principles, and six quarter units in computer concepts and microcomputer applications such as word-processing, spread sheet and database.

OR

One year of experience in work that included gathering data from various sources and using software applications to retrieve, edit or tabulate data into forms or reports.