

TEST PLAN

HUMAN RESOURCE ASSISTANT - #1319

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

Two years of human resources clerical-support experience directly assisting human resources professionals in the administrative functions of a human resources program; **OR**

Three years progressively responsible administrative, clerical or record-keeping support experience

College-level course work may substitute for the general experience requirement based on 45-quarter units per year.