

## TEST PLAN

### HUMAN RESOURCE ANALYST 2 - #1321

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

A bachelor's degree in Human Resource Management, Organizational Behavior or Development, Business or Public Administration, the Applied Behavioral Sciences, Industrial Relations or a job-related course of study determined by the appointing authority; and two years of Human Resource professional-level experience related to the position.

### OR

Valid Certification as a Professional in Human Resource awarded by the Human Resource Certification Institute, and three years Human Resource professional-level experience related to the position.

### OR

Five years Human Resource experience related to the position. Three of the five years must have been at the professional-level.

A master's degree in any of the above listed courses of study may substitute for one year of professional-level experience.