

## TEST PLAN

### HUMAN SERVICES SPECIALIST 1 - #6657

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" and possessing the requisite skills - or those ranking highest on the test may 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 experience **either** interviewing to obtain personal or technical information **or** substantial people contact.

This experience must have involved a high volume of paper work (e.g., assuring information on forms is complete and accurate, completing necessary documents, etc.).

College-level courses may be substituted for the experience on a year-for-year basis. A photocopy of your transcripts must be attached to your application materials if using college courses to meet the minimum qualifications.

**NOTE:** Some positions may require various skills.

#### SKILL CODES:

LTP	ASL	OIS
CRT	ASE	OCP
SPA	AMB	OCS
SPR	PIP	OFF
SPB	PIS	OFS
VIE	PEP	OEP
VIR	PES	OES
VIW	PDP	CHP
LAO	PDS	CHS
LAR	PCP	CRP
LAB	PCS	CRC
RUS	OIP	CCP
RUR	QTP	CCS
RUW	PTP	CAP
SXT	SXE	CAS
		EXP