

TEST PLAN

HUMAN SERVICES SPECIALIST 2 - #6658

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 interviewing to obtain personal or technical information **or** substantial people contact.

One year of the experience must include one of the following:

- employment planning and/or placement activities;
- assessing the needs, strengths, skills, etc., of clients, patients/customers;
- assessing multiple community services to assist clients/patients/customers;
- problem solving activities including action planning, identifying resources, goals and timelines to resolve issues, etc.;
- composing and preparing technical written documents such as, letter or memos, to explain rules, policies, benefits, etc.; or gathering, analyzing data and preparing narrative reports for documentation purposes.

To receive credit, you must clearly show any experience you have in each of the areas listed above.

College courses may be substituted for the two years of experience on a year-for-year basis (45 quarter hours is equivalent to one year of experience). A photocopy of your transcripts must be attached to your application materials if using college courses to meet the minimum qualifications.

SKILL CODES:

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