

## TEST PLAN

### HUMAN SERVICES SPECIALIST 4 - #6660

1. Minimum Qualifications Screening
2. Agency may:
  - develop test questions and criteria at the time of recruitment, or
  - use the core T&E test that has been developed on:
    - A. Communication 15%
    - B. Rules, Regulations, Policies, and Procedures 20%
    - C. Interview and Determine Eligibility 35%
    - D. Work Skills, Organization, and Equipment 30%
3. Those ranking highest on the test and possessing the requisite skills 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 experience determining eligibility for an agency program (e.g., cash assistance, medical assistance, food stamps, etc.); **and**

**For CAF** - One year of experience in (to be named by CAF) programs.

**For SDDS** - One year of experience in (to be named by SPD) program.