

06362

HR ADMIN TECHNICIAN 2

EXAMINATION METHOD: The examination consists of two parts: a multiple choice written test scored on a pass/fail basis, and a rating of the applicant's education and work experience. To be eligible for employment consideration an applicant must attain a passing score on both parts of the examination. An applicant's standing or rank on an eligible list is based only on the education and experience rating.

TEST SUMMARY: The written test consists of 70 multiple choice questions divided into four individual test sections. Each test section has been designed to assess the knowledge, skills, and abilities required to effectively receive the training provided to new employees. The four test sections are:

Applying Personnel Policies - Questions test your skill at applying a set of policies. Questions use an employment certificate which includes two columns which must be completed for processing: the "Action" column and the "Remarks" column. On the certificate in each question, the "Remarks" column has been completed with all the required information. The "Action" column, however, has not been completed. Questions require that you determine the correct Action codes for the names on the certificate using the Action Code System provided. (20 questions)

Performing Pay and Leave Calculations - Questions require that you perform calculations similar to those frequently performed by employees in the Personnel Technician classes. You will use salary schedules and a calendar to calculate the re-adjusted salary for employees with unpaid leave during a pay period. You will also calculate Service Anniversary Dates for re-appointed employees with prior State service. (20 questions)

Comparing Copy - Questions evaluate your skill at finding errors in copied information. Compare each line of the COPY at the bottom of the page with the corresponding line of the ORIGINAL at the top. Each word, abbreviation, or digit in the COPY which is not exactly the same as in the ORIGINAL is ONE error. In each line, count every word abbreviation, or digit that is wrong. Select the answer choice that indicates the number of errors you have counted in each line. (20 questions)

Determining Word Meaning and Usage - Questions assess your ability to use words properly. Each question consists of a sentence with a word highlighted in capital letters. Underneath each sentence are four words or four groups of words that appear as answer choices. To answer the questions correctly, you must determine which answer choice is closest in meaning to the word that appears in capital letters in the sentence. (10 questions)

RATING SUMMARY: In the rating process, points are assigned to the applicant's education and work experience following a structured format and using rating guidelines that have been developed to appropriately weight the education and experience that is valuable and relevant to the job. Rating scores usually range from a minimum passing score of 70 to a maximum score of 90, 100, or higher, depending on the scoring range established for a particular job classification.

The minimum passing score of 70 is generally based on the minimum qualifications required for the job. For example, if a job requires a bachelor's degree and no work experience, an applicant with a bachelor's degree and no other relevant education and/or work experience can expect to receive a minimum score of 70. Additional relevant education and/or work experience beyond the minimum qualifications may increase the score beyond the minimum of 70.