

73706

CLASS/COMP ANALYST 2

EXAMINATION METHOD: The examination for Class/Comp Analyst 2 consists of two parts: a computer administered test scored on a pass/fail basis and a rating of the applicant's education/experience. An applicant's rank on an eligible list is based only on the education/experience rating.

TEST SUMMARY: The computer administered test consists of 71 multiple choice questions organized into four test sections. The test sections have been designed to assess the knowledge, skills, and abilities required to effectively perform the job. The four test sections are:

Recognizing Errors in Grammar, Punctuation, and Spelling - Questions require that you determine if a pair of sentences contain a given set of errors. (17 questions)

Understanding Written Material - Questions require that you read various passages and answer questions concerning their content. (15 questions)

Basic Statistics - Questions require that you answer questions concerning and/or to solve mathematical problems involving basic statistics. (19 questions)

Selecting the Correct Meaning of a Word - Questions require that you select the one word or phrase from among four alternatives which is most similar in meaning to the underlined word you are given. (20 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.