

Principal Administrative Analyst – County Manager’s Office

Information Guide

What to Expect on the Exam

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**Jefferson County Commission
Human Resources Department
Employee Selection Division**



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I. INTRODUCTION

The purpose of this information guide is to help explain what to expect on the upcoming exam for the Jefferson County Principal Administrative Analyst position. It will also give you information on how to prepare for the exam. This booklet contains information about the testing process, including:

- Introduction
- Exam Description
- Content Measured by the Exam
- Additional Information for Taking Exam
- Contact Information

You were determined to be minimally qualified for this job by the Personnel Board of Jefferson County, and your name was placed on a list and shared with us here in the Human Resources Department of Jefferson County Commission. This step in the process was considered the primary selection process.

Now you will be participating in the secondary selection process. You must take the exam in order to be considered for this position. Please remember that the material in this booklet is designed to help prepare you for the test. You will not need the material in this booklet at the time you actually take the test. **Therefore, you will not be allowed to carry this booklet into the test session.**

II. TEST DESCRIPTION

Computer-based Assessment

To complete the computer-based assessment, you will be provided a computer. The assessment will consist of approximately 30 questions and you will have approximately 60 minutes to complete all of the questions. When it is time for your exam to start, you will be escorted to a computer room where you will take the exam.

III. CONTENT MEASURED BY THE TEST

An analysis of the Principal Administrative Analyst job was conducted prior to developing the exam. Employees who work in this position, and their supervisors, participated in this process. When the job analysis study was completed, the results showed that a new employee in the Principal Administrative Analyst position may perform several of the duties listed below, including:

- Prepares, monitors, and administers departmental or organizational budget by reviewing spending trends, expenditure reports, analyzing financial data and ensuring expenditures are within annual budgetary limits.
- Procures and/or manages inventory (i.e., supplies and equipment) to ensure the products and services are available to meet the operational needs of each department.
- Manages various projects as they relate to assigned work area.
- Supports department/jurisdiction by composing correspondences, producing reports, updating procedural manuals, creating forms, maintaining and updating files, attending trainings, maintaining records, and implementing and monitoring new programs.
- Collaborates and communicates with various individuals, merit system employees, department heads, and elected officials by sending and responding to correspondence, attending meetings, making presentations, and working with other internal departments.
- Initiates, writes, implements, monitors, and reports on grants following Federal, State, Local, and grant guidelines.

- Produces training and/or presentation materials, distributes materials, and/or delivers training/presentations.
- Prepares for and attends City Council and Board Meetings.
- Supervises staff by assigning and distributing work, directing staff in their job duties, monitoring progress of work, providing feedback and/or training.

The study of the job also showed that a number of knowledges, skills, and abilities were very important and needed from the moment a person becomes a (that is, before receiving any training for Principal Administrative Analyst job.). These knowledge, skills, and abilities include:

- Ability to adjust to changing work demands, procedures, technology, and/or priorities.
- Ability to assess the importance of, and consequences associated with, tasks in order to set priorities in light of competing demands.
- Skill in formatting electronic documents to enhance the visual presentation of information.
- Skill in typing text and entering data and/or information quickly and accurately using appropriate equipment (e.g., computer, calculator).
- Skill in using Microsoft Excel or similar spreadsheet software.
- Skill in using Microsoft Outlook or other similar email software.
- Skill in using Microsoft Powerpoint.
- Skill in using Microsoft Word or similar word processing software.
- Ability to balance interests of clients and the department/organization and respond to pressing and changing client demands.
- Ability to assign and monitor the work of subordinates.
- Ability to guide and direct the accomplishment of work through subordinate staff.
- Ability to perform basic mathematical operations (e.g., add, subtract, multiply, and divide).
- Ability to attend to information presented verbally and actively ask questions to fill identified areas of missing or unclear information.
- Ability to orally communicate information and ideas so others will understand.
- Skill in verbally delivering information in a clear and concise manner to an audience.
- Ability to make accurate judgments about how long (in time) a particular task, or group of tasks, will take to complete.
- Ability to schedule activities, meetings, resources, or other work-related matters.
- Skill in managing one's own time and the time of others.

The exam will give you an opportunity to demonstrate many of the knowledge areas, skills, and abilities you have just read.

In the remainder of this "What to Expect" Booklet, you will read about ways to prepare to take the test, what to bring to the test, and whom to contact if you have a question.

IV. PREPARING FOR THE TEST

A. General information on "What to do before the test":

Here are some suggestions for what to do before the test. This includes getting to the testing place on time and with the proper things that you will need to take the test.

- 1) Be well rested. Get a good night's sleep for several nights in a row before the test.
- 2) Allow plenty of time to get to the test. If you are rushed and late, you will be upset when you get there. Plan to arrive at least 15-20 minutes before earlier than the scheduled time for check-in. Due

to the nature of the test and the number of candidates that must be processed, NO exceptions will be made to accommodate individuals arriving more than 15 minutes after their scheduled check-in time.

- 3) Come to the test dressed comfortably. You will be there for up to two hours.
- 4) Do NOT bring any electronic communication devices (e.g., cell phones, laptops, tablets, smart watches, etc.) with you to the test. If you bring a cell phone or any other electronic communication device, you will be asked to return it to your car. Jefferson County will not confiscate them or “hold” them for you during the test. You must comply with this rule in order to be admitted and you will still be subject to the check-in deadline. Using any communication device after you have checked into the test site will be considered a violation of test security and you will be disqualified. ALL electronic communication devices are prohibited from the testing facility (e.g., cell phones, tablets, smart watches, cameras, etc.).
 - a) If any device is seen, heard, or used during the test process it will be considered a violation of test security and you will be disqualified and dismissed from the test process.
 - b) You are allowed to bring reading materials, such as magazines or books not related to the position or test.
- 5) Do not bring any of your study or reference materials to the test. This includes any notes, manuals, source documents, reference materials, or study materials that you have used or created to prepare for the test.
- 6) Do not bring this booklet to the test location. You will not be permitted to bring it in. All the materials you need for the test will be given to you at the test.
- 7) You should read this booklet to get comfortable with the test process.
- 8) You should read this booklet to understand which job duties, knowledge, and abilities are important for Principal Administrative Analyst job.
- 9) You should bring the confirmation email that you have received from Jefferson County to the testing location. The confirmation email lists the name of the test (i.e., Principal Administrative Analyst), the place you should go to in order to take the test, and the time, day, and date of the test.
- 10) You must bring valid PHOTO IDENTIFICATION (i.e., Valid Driver’s License, Valid Nondriver ID, Valid Photo Voter ID Card, Valid State Issued ID [Alabama or any other state], Valid Federal issued ID, Valid US passport, Valid Employee ID from Federal Government, State, County, Municipality, Board or other entity of the state, Valid student or employee ID issued by a state or private institution of higher learning [including postgraduate technical or professional schools], Valid Military ID, or Valid Tribal ID). You will not be allowed to enter the test location nor take the test without your photo identification.

V. ADDITIONAL INFORMATION FOR TAKING THIS TEST

The following information will help you prepare to take the exam.

A. What To Bring To the Test

Please remember to bring to the test the confirmation email that you received from Jefferson County.

You must bring a PHOTO IDENTIFICATION to the test location. This might be a valid driver’s license, a military identification card, a passport, etc. You only need to have one form of photo identification. You will **not be allowed** to enter the test location or take the test without your photo identification.

You should plan on bringing your own beverages and food to snack on during the day. You will be onsite for up to two hours. Once on the test site, you will NOT be permitted to leave to get food or drinks. You should also bring something to read such as a book or magazine. The reading material should be for pleasure only. You **may not** bring outside test-related materials into the test. All written materials

needed for taking the test will be provided. You do not need to bring writing utensils with you to the test—they will be provided to you.

B. What Not To Bring To the Test

Do **NOT** bring this Booklet to the test location. You will not be permitted to bring it in the testing room.

Do **NOT** bring any of your study materials to the test. This includes notes, manuals, and other study materials.

Do **NOT** bring any electronic communication devices (e.g., cell phones, laptops, tablets, smart watches, cameras, etc.) with you to the test.

VI. TEST CONTACT INFORMATION

General Questions about the Test

If you have questions about the test administration, you may contact the Employee Selection Division at (205) 214-5518 or careers@jccal.org. Jefferson County employees are not allowed to divulge, and do not have access to, specific information about the content of the test.

Reasonable Accommodation

If you would like to request special testing accommodation or have any questions concerning the test site or testing conditions, please contact Ian Peters at 205-582-6680 or petersi@jccal.org.