

Administrative Tests

Donnoe & Associates' 2011 Written Test Catalog

Welcome to our **Administrative Written Test Catalog**. We have a total of 11 Administrative test titles. Titles and alternate forms are listed below, followed by complete test outlines.

Municipal Employment Test Series

Municipal Employment Test, Level I - - *MET-I (Technician)*

Municipal Employment Test, Level II - - *MET-II (Analyst / Administrative Analyst)*

Municipal Employment Test, Level III - - *MET-III (Sr Analyst)*

Municipal Employment Test, Level IV - - *MET-IV (Program Manager)*

Human Resource Technician

Library Assistant / Librarian I

Human Resource Analyst

Employee Development & Training Specialist

Eligibility Worker

Building Inspector

Engineering Technician

Build-A-TestSM From our Test Competencies List or Reference Library

From our extensive test item bank, we can *Build-A-Test* for specific job classifications. Agencies can select from the list of competencies and/or references at the end of this catalog. We can also write new questions to address specific competencies, knowledge or skills based on job analysis information.

We maintain and continually update our competencies test item bank.

Test Validity

Professional and regulatory guidelines for personnel selection examinations include the Uniform Guidelines on Employee Selection Procedures and the Principles for Validation and Use of Personnel Selection Procedures. These guidelines require that personnel selection exams be validated by what is known as criterion or content validation strategies. Criterion validation is a demonstration that scores on the test are correlated directly with job performance or training academy performance. Content validity focuses on the relationship between the content of the test and the content of the job. Further, validity (criterion and content) considers both exam administration and exam outcome factors.

Most of our exam products including Stock Written Tests, *Build-A-Test* and Custom Written Tests, as well as oral exams, performance exams and assessment centers involve measurement of job knowledge or ability. These types of tests are best supported by content validity. For these tests we work closely with you, our client, to ensure that the content of the test is based on the job (job analysis, consultation on test assembly, and exam review by your subject matter experts). We provide test administration guidance including proctoring directions, and we offer scoring services as well as consultation on test score interpretation and passing scores, all at no additional fee. These steps, ensure that the examinations provided to your agency are valid and will be administered in a fair and consistent manner.

It is also important to note that a valid exam plan will go beyond a written test, and will normally include other elements, such as an oral exam, a performance test or an assessment center. This also includes not placing too much emphasis (exam weights) on measurement of abilities and knowledge through a written test; here we typically recommend that a written test be weighted less than half of the overall exam plan. We would be pleased to assist your agency with exam planning or to provide consultation on how to best use our tests.

Municipal Employment Test Series

MET-I, MET-II, MET-III, and MET-IV

Our **Municipal Employment Test** series includes four levels of tests: the first test in this series, MET-I (A-201) is designed for a para-professional / Technician level positions; the MET-II (A-241) is designed for entry level Analyst / Administrative Analyst positions; the MET-III (A-251) is designed for Senior Analyst jobs; and, the MET-IV (A-261) is designed for a Program Manager / Team Leader level. Complete test outlines are shown below.

Municipal Employment Test; Level I

Form A-201

Items	Description
35	Language Skills
35	Computer Skills
30	People Skills

100 items; 1 hour 40 minute time limit

Municipal Employment Test; Level II

Form A-241

Items	Description
60	Language Skills
40	Analytical Skills
20	People Skills

120 items; 2 hour time limit

Municipal Employment Test; Level III

Form A-251

Items	Description
35	Statistics and Numerical Problem Solving
35	Spreadsheet Skills
20	Interpretation and Application of Policies and Procedures
30	Writing Skills

120 items; 2 hour time limit

Municipal Employment Test; Level IV

Form A-261

Items	Description
35	Statistics and Numerical Problem Solving
35	Spreadsheet Skills
50	Project Management and Team Leadership

120 items; 2 hour time limit

Human Resource Technician A-202

Library Technician / Librarian I A-231

Human Resource Analyst A-242

Employee Development & Training Specialist A-243

Human Resource Technician Form A-202

Items	Description
25	Problem Solving Skills
15	Language Skills
20	Public Contact and Communication
15	Deductive and Inductive Reasoning
10	Name and Number Accuracy
15	Reading Comprehension

100 items; 1 hour 40 minute time limit

Library Assistant / Librarian I Form A-231

Items	Description
20	Interpreting and Applying Library Policies
10	Library Classification Systems: DDC
30	Customer Service
40	Language Skills

100 items; 1 hour 40 minute time limit

Human Resource Analyst Form A-242

Items	Description
20	Personnel Management Problem Solving
30	Knowledge of Personnel Management Practices
25	Language and Writing Skills
25	Numerical Problem Solving

100 items; 1 hour 40 minute time limit

Employee Development & Training Specialist Form A-243

Items	Description
40	Principles of Training
25	Organizational Development
25	Language Skills
30	People Skills

120 items; 2 hour time limit

Eligibility Worker A-211
Building Inspector A-252
Engineering Technician / EIT A-354

Eligibility Worker
Form A-211

Items	Description
40	Analysis of Eligibility Information
20	Reading Comprehension
15	Customer Service
<i>75 items; 1 hour 15 minute time limit</i>	

Building Inspector
Form A-252

Items	Description
40	Building Materials, Systems, Construction, and Codes
30	Public Contact and Communication
30	Reading Comprehension
<i>100 items; 1 hour 40 minute time limit</i>	

Engineering Technician / EIT
Form A-354

Items	Description
15	Surveying
15	Foundations, Soil Mechanics and Earthquakes
10	Hydraulics
10	Electrical
10	Environmental Engineering and Chemistry
10	Measurements and Conversions
15	Building Systems
15	Statistics
<i>100 items; 2 hour and 15 minute time limit</i>	

Build-A-Test based on Donnoe & Associates' Competencies Test Library

From our extensive test item bank, we can *Build-A-Test*SM for specific job classifications. Agencies can select from the list of competencies and/or references at the end of this catalog. We can also write new questions to address specific competencies, knowledge or skills based on job analysis information.

Test Content / Competency Areas

Donnoe & Associates' test item bank contains over 8,000 individual test items. Following is an outline of our test item bank, by content area / competency. This is presented in two groups: 1) Aptitude / Ability Test Segments (2,500 test items available), and 2) Referenced Items (5,500 test items available). Referenced items are based on specific reference documents or books, and will measure Knowledge, rather than Aptitude / Ability.

APTITUDE / ABILITY TEST ITEM SEGMENTS

Description of Test Content / Competency Measured by Test Segment

Interpersonal Skills and Workplace Communication

Interpersonal Skills – Communication in the Workplace

Interpersonal Skills – Customer Service

Interpersonal Skills – Diversity in the Workplace

Interpersonal Skills – Public Contact and Communication

Interpersonal Skills – Teamwork

Language Skills and Reading Comprehension

Language Skills – Editing for Errors

Language Skills – Grammar

Language Skills – Punctuation

Language Skills – Sentence Ordering

Language Skills – Spelling, General

Language Skills – Spelling, Legal

Language Skills – Vocabulary

Language Skills – Vocabulary, Legal

Reading Comprehension – General

Reading Comprehension – Maintenance and Trades

Reading Comprehension – Public Safety

APTITUDE / ABILITY TEST ITEM SEGMENTS

Description of Test Content / Competency Measured by Test Segment

Leadership and Supervision

- Leadership and Supervision
- Progressive Discipline
- Project Management
- Supervisory Communication
- Training
- Work Scheduling

Math Skills and Numerical Problem Solving

- Analyst and Management Math Skills
- Firefighter Math
- General Office and Business Math
- Police and Corrections Math
- Statistics

Mechanical and Trades

- Automotive Mechanics
- Building Maintenance and Custodial Practices
- Code Checking
- Mechanical Maintenance
- Parks and Grounds Maintenance
- Roads Maintenance
- Safety Practices and Personal Protective Equipment
- Tool Use and Tool Identification

Problem Solving

- Bus Scheduling
- Deductive and Inductive Reasoning
- Determining Eligibility for Services
- Event Planning
- Entry Peace Officer
- Fire Dispatcher
- Inventory Control

APTITUDE / ABILITY TEST ITEM SEGMENTS

Description of Test Content / Competency Measured by Test Segment

Map Reading
Mechanical Aptitude
Military Time Conversion
Police Dispatcher
Policy Analysis
Reactive Learning

Professional and Administrative Services

Bookkeeping Accounting and Financial Management, Principles of
Dewey Decimal System, Classification of Library Materials with the
Office Systems – Filing
Interview Techniques
Office Systems – MS Excel Spreadsheet Skills / MS Word Skills
Office Systems – Name and Number Matching
Organizational Behavior and Development
Personnel Policy Interpretation / Personnel Management Knowledge
Principles of Safe Operation of a Commercial Motor Vehicle

Miscellaneous Item Banks, Not Otherwise Categorized as Above

Institutional Food Preparation, Cooking, Sanitation, and Safety
Principles of Chemistry and Laboratory Methods

REFERENCED TEST MATERIALS / KNOWLEDGE-BASED ITEMS

Description of Test Content / Reference

Management and Supervision (Please see our Build-A-TestSM Catalog).

Fire Service References (Please see our Fire Service Test Catalog).

Law Enforcement References (Please see our Law Enforcement Test Catalog).

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