

*****This is only a preview of the exam questions. To take the actual exam, please go back to the official bulletin, and click the exam link at the bottom.*****

Training and Experience Evaluation

Research Program Specialist 3

(Geographic Information Systems)

Consortium

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 13

To answer all the test items in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Research Program Specialist 3 (Geographic Information Systems):

1. Analyzing organizational requirements and developing policies and technical solutions to support the use of spatial technology by departmental users and collaborators.
2. Participating in a cooperative effort with departmental staff to develop and implement Geographic Information Systems (GIS) standards (e.g., data, metadata, and cartographic standards) across the organization to ensure effective use of geospatial technology and data.
3. Developing procedures to facilitate standardization of map products using cartographic tools (e.g., map templates, symbology representations or layer files, Basemaps) to ensure effective and appropriate map products.
4. Identifying circumstances requiring custom Geographic Information Systems (GIS) tools and implementing those tools to improve operational efficiency and enhance program capability.
5. Proposing, designing, and conducting studies using geospatial methodologies and techniques to provide information for use in analyzing important policy, research, and program evaluation questions.
6. Identifying circumstances requiring complex spatial models and designing those models using appropriate spatial analysis techniques (e.g., network analysis, cost surfaces, 3D analysis) to address important policy, program evaluation, and other research questions.
7. Performing and validating the results of complex spatial analysis using various techniques to address important policy, program evaluation, and other research questions.
8. Condensing and summarizing the results of a Geographic Information Systems analysis using various software (e.g., spreadsheet, database, statistical) to effectively display important findings in appropriate formats (e.g., graphs, charts, tables).
9. Overseeing and reviewing final GIS products (e.g., maps, reports, analysis results, web viewers) to ensure standardization, quality, and relevance.
10. Making program- and policy-related recommendations based on the interpretation of Geographic Information Systems (GIS) analysis findings.
11. Providing consultation, assistance, and general geospatial technical support to ensure effective use of geospatial technology.
12. Working with senior level staff to develop critical documents (e.g., budget analysis, feasibility studies, legislative analysis) related to program evaluation and policy analysis.
13. Writing various documents (e.g., project and/or executive summaries, concept papers, research reports) related to GIS policies, procedures, projects, programs, or analysis results.