

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

Training and Experience Evaluation Research Program Specialist I & II Department of Human Resources

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 hiring 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 – 9 (RPS 1 and RPS 2) and 10 – 15 (RPS 2 only)

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.

1. Developing documents (e.g., project/executive summaries, concept papers, white papers, issue briefs) using word processing and other software (e.g., Word, PowerPoint, Excel) to explain complex program/project needs or issues, and offer alternatives to current practices.
2. Writing research reports (i.e., background and literature review, list of specific study aims, goals and objectives, study design and research methodology, data collection procedures, data analysis techniques, results, conclusions and recommendations) for dissemination to requestors and other interested parties.
3. Identifying, conceptualizing and implementing research strategies based on current industry trends to address questions and advance understanding of current departmental/organizational programs.
4. Proposing, designing, and conducting research studies using quantitative research methodologies and techniques (e.g., survey, experimental and quasi-experimental designs) to conduct a research project.
5. Developing, implementing, and monitoring procedures for the collection and storage of qualitative and quantitative data from existing sources (e.g., local, state and federal agencies, non-governmental groups) and electronic sources (e.g., computer networks, mainframe, email) for use in various research projects.
6. Processing data (e.g., restructure, edit) and performing data quality validation checks using spreadsheets and statistical software to prepare data for analysis of studies and program/project development.
7. Identifying and applying descriptive statistical techniques (e.g., mean, median, mode) using statistical software (e.g., SAS, SPSS) in studies/projects.
8. Interpreting quantitative statistical tests and analyzing qualitative data to answer questions relevant to research studies and/or program evaluation projects.
9. Facilitating meetings to discuss information that is necessary for program/project research and/or to resolve issues pertinent to the area of research.

For Research Program Specialist 2 only:

10. Proposing and designing research studies incorporating qualitative research methodologies (e.g., interviews, focus groups, open-ended questions) based on qualitative approaches (e.g., grounded theory and case study) to support quantitative findings.
11. Identifying and applying inferential multivariate statistical techniques in major studies/projects using statistical software (e.g., SAS, SPSS, Excel, Access).

12. Coordinating collaborative research activities between internal and external stakeholders to implement major research studies/projects.
13. Coordinating and overseeing the work of a team in planning, organizing, and conducting major studies/projects to produce reports for various entities (e.g., Department, Legislature, Governor's Office, other stakeholders).
14. Developing and conducting presentations on a variety of topics to stakeholders (e.g., management, departmental staff, legislative bodies, governmental entities, commissions, agencies and/or advocacy groups) to convey ideas to individuals with varying degrees of technical expertise.
15. Reviewing research articles and documents written by other researchers to evaluate and provide feedback on the methodologies and statistical techniques used, and to provide critiques and interpretations of research findings and conclusions.