



Administrative Analyst

Test Information Guide for Candidates

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Test Location:

5th Floor Testing Facility
2121 Rev Abraham Woods Jr. Blvd
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Personnel Board of Jefferson County

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Administrative Analyst Test Information Guide Overview

Congratulations on your eligibility for the Administrative Analyst examination! The Personnel Board of Jefferson County (PBJC) is pleased that you are interested in a job as an Administrative Analyst within the Jefferson County Merit System. The PBJC has created this information guide to familiarize you with the position of Administrative Analyst and the testing procedures for the job class. This guide is designed to provide you with an overview of the Administrative Analyst position; the competencies being measured by the Administrative Analyst examination; a description of the test components and the test administration; test scoring and report notification information; PBJC rules related to testing; what to bring and what not to bring to the exam; and how to prepare and what to expect from the Administrative Analyst examination.

The Test Information Guide provides valuable information that will allow you to be more familiar with the Administrative Analyst position and the examination process. It is strongly recommended that you thoroughly review this manual and utilize the examples and information provided. Reading the entire guide will ensure that you understand what will occur during the examination. Reviewing and understanding the descriptions provided will ensure that you are prepared for the types of questions and scenarios that you will encounter. A thorough familiarity with the examination process will eliminate uncertainty and reduce the anxiety that can sometimes be experienced in testing situations.

Please remember that the material in this guide is designed to help you prepare for the Administrative Analyst examination. You will not be allowed to use this guide while you take the exam.

Overview of the Administrative Analyst Position

The following information is designed to help applicants make more accurate judgments about their interest in working as an Administrative Analyst and help you in determining whether you are able and willing to perform the job of an Administrative Analyst.

The following information was gathered through a process (known as Job Analysis) of interviews, meetings, and surveys with Administrative Analyst incumbents from various jurisdictions throughout Jefferson County. Through this effort, the PBJC explored what is typically done on the job, as well as the knowledge, skills, abilities, and other characteristics (KSAOs) that a person needs to possess in order to successfully perform the work. Although not for everyone, a career as an Administrative Analyst is both challenging and rewarding. If you decide to pursue a career in this field, you will be expected to perform the work behaviors described in this section.

The Administrative Analyst is responsible for performing and/or overseeing a wide variety of administrative and human resources functions within their respective department. These employees participate in numerous projects and carry out tasks that vary depending on their assignment within the jurisdiction and/or department. Administrative Analysts commonly

provide support to senior staff and are responsible for communication activities with both internal and external entities, including contractors, other jurisdictions, citizens, and customers.

Duties may include managing projects from inception to completion by establishing scope, timelines, and budgets; procuring supplies and services through the full bid and contracting process; monitoring departmental budgets and preparing financial reports; managing and reviewing payroll information and personnel leave time; processing personnel actions, developing onboarding procedures for new hires, overseeing performance evaluations, and supporting disciplinary proceedings. Administrative Analysts may also supervise assigned staff, manage inventory, oversee billing and accounts payable and receivable activities, develop and deliver staff training, and serve as an organizational liaison to internal departments, governing bodies, and external stakeholders.

The major duties performed by Administrative Analyst employees that were determined to be critical during the most recent job analysis include:

- *Supervises billing function of a department or billing department by training staff, handling challenging customer service calls, coordinating the billing, and tracking payments to help ensure payments are made and collected.*
- *Performs various administrative activities by creating and updating files and reports, drafting correspondence, maintaining documents, and tracking information using various forms and computer systems to provide support to various senior staff, departments and jurisdiction.*
- *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.*
- *Performs various human resources functions by reviewing and processing payroll and communicating with stakeholders regarding personnel-related activities in accordance with professional standards in order to maintain proper staffing.*
- *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.*
- *Acts as a liaison by collaborating with other internal and external stakeholders and vendors, coordinating meetings and committees and disseminating information to provide updates on organizational activities and meet organization objectives.*
- *Manages various projects related to assigned work area by establishing project scope and timelines and monitoring project progress and budgets according to established objectives to ensure project completion.*
- *Supervises staff by assigning and distributing work, directing staff in their job duties, monitoring progress of work, providing feedback and/or training.*
- *Develops and facilitates training and reference materials by providing information through briefings, workshops, and targeted information sessions to engage with*

stakeholders (e.g. executive management, staff, external customers) to help ensure new policies and procedures are adhered to or relevant information is shared.

The Administrative Analyst job class is a Grade 21 position and is located in 7 jurisdictions within the Merit System. The salary ranges for Administrative Analyst in the jurisdictions within the Merit System are presented below. Please note that salary ranges for each jurisdiction are subject to change due to cost of living adjustments. You can check current salary ranges at <http://www.pbical.org/employment/schedules.aspx>.

Overview of Competencies

This examination was developed as the result of an in-depth study Administrative Analysts from various jurisdictions throughout Jefferson County. During this systematic process data is gathered from both incumbents and supervisors and analyzed in order to identify the duties and tasks critical for job success and the knowledge, skills, and abilities (KSAs) that are required to perform those duties. Next, the KSAs, are grouped into competencies. These competencies are the foundation for examination questions and exercises.

The following are examples of the competencies and KSAs that are being measured by the Administrative Analyst examination process:

- **Adaptability & Flexibility**
 - 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.
- **Computer & Technology Operations**
 - Skill in typing text and entering data and/or information quickly and accurately using appropriate equipment (e.g., computer, calculator).
 - Skill in using Microsoft Outlook or other similar email software.
 - Skill in using Microsoft Word or similar word processing software.
 - Skill in using Microsoft Excel or similar spreadsheet software.
- **Leadership & Management**
 - Ability to guide and direct the accomplishment of work through subordinate staff.
- **Mathematical & Statistical Skills**
 - Ability to perform basic mathematical operations (e.g., add, subtract, multiply, and divide).
- **Oral Communication & Comprehension**
 - 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.
- **Planning & Organizing**
 - Ability to make accurate judgments about how long (in time) a particular task, or group of tasks, will take to complete.
 - Skill in managing one's own time and the time of others.
 - Skill in organizing information, materials, and/or documentation in a systematic and logical manner.
- **Problem Solving & Decision Making**
 - Ability to analyze a problem from different perspectives and generate potential solutions that are practical and effective.
 - Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
 - Skill in selecting the most appropriate course of action in situations where information is unclear or unavailable and making high quality and effective decisions.
- **Professionalism & Integrity**
 - Ability to work in an environment that requires strict adherence to instructions, standards, and/or procedures.
 - Skill in conducting oneself in a calm and professional manner in stressful situations.
- **Researching & Referencing**
 - Ability to conduct research using various sources of information (e.g., databases, internet, books) in order to identify and compile needed information.
 - Skill in maintaining records.
- **Reviewing, Inspecting & Auditing**
 - Ability to pay close attention to detail in order to ensure the completeness and accuracy of work.
- **Self-Management & Initiative**
 - Ability to work without close supervision or significant amounts of direction/guidance.
- **Teamwork & Interpersonal**
 - Ability to manage and resolve conflicts with coworkers and/or customers.
 - Ability to work collaboratively with a group or team in an effort to achieve a common goal.
 - Skill in maintaining a positive working relationship through comfortable and appropriate interpersonal interaction.

Technical & Job-Specific Knowledge

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of appropriate citizen interactions when dealing with the public.
- Knowledge of basic office equipment (e.g. telephone, smartphone, fax machine, copier, computer, calculator).
- Knowledge of computer fundamentals and software, including database, spreadsheet, and word processing software.
- Knowledge of English language grammar, punctuation, syntax, word usage, and sentence structure.
- **Training & Facilitation**
 - Ability to teach or train individuals with regard to new information, procedures, processes, and/or equipment.
- **Written Communication & Comprehension**
 - Ability to communicate information and ideas in writing to a variety of audiences in a clear, concise, and organized manner, free from spelling, grammar, and punctuation errors.
 - Ability to read and understand information and ideas presented in writing.
 - Ability to review written material and identify errors with regard to spelling, grammar, punctuation, and formatting.

Description of the Administrative Analyst Test Components

This section of the guide provides you with descriptions of the test components that you will complete during the Administrative Analyst examination, as well as the minimum qualifications (MQs) that were used to determine which applicants were eligible to take the examination. The MQs and all test components were developed based on the job analysis data gathered from job incumbents and supervisors, referred to as subject matter experts (SME), by PBJC analysts. Multiple methods were used for gathering job data, including site observations, individual interviews, critical incidents, technical panels, SME meetings, and job analysis questionnaires. Through these methods, analysts were able to determine the critical duties, tasks, and KSAs for the Administrative Analyst position. The MQs and test components are designed to assess the KSAs that were deemed important and needed on day one of the job by Administrative Analyst subject matter experts.

Minimum Qualifications

Minimum qualifications (MQs) are descriptions of specific types of experience, education, and/or training that have been demonstrated to be job-related and that are both critical to job performance and needed on day one of the job for the Administrative Analyst position. MQs focus on those competencies that are so critical to job performance that without them a person could not perform the job even at a minimally acceptable level, regardless of the possession of other competencies. The MQs developed for these jobs are listed below:

- Work experience planning, coordinating, managing, and evaluating projects (e.g., identifying resources, establishing timelines and goals for oneself and/or others, evaluating impact).
- Work experience conducting research, including collecting data, tracking, analyzing, and interpreting data (e.g., tracking project data, processing payroll, processing disciplinary action).
- Work experience writing reports that outline or summarize proposals, research, projects, etc., to include providing outcomes, and recommendations (e.g., grant applications, community/process improvement plans, policy analysis).
- Work experience performing administrative functions including coordinating schedules, drafting correspondence, and maintaining and updating files and records in order to support professional staff.
- Work experience communicating with a broad range of stake holders to include the general public, professional staff, and upper level management through email, reports, oral presentations, etc.

After the application screening process, if you have been determined to meet the minimum qualifications for Administrative Analyst, you will receive an invitation to complete the online/computer-administered test. The test invitation will come from “TestGenius” and will include instructions and a link to access the online/computer-administered test. The link included in the test invitation will remain active for a limited time as specified by the deadline

in your test invitation. Individuals who complete the online/computer-administered test will then receive an invitation to come to the Personnel Board testing facility to complete a structured interview.

Online/Computer-Administered Test

The Computer-Based Simulations require candidates to demonstrate their ability to perform tasks and functions in Microsoft Word, Microsoft Excel, and Microsoft Outlook that are similar to what would be expected on the job.

Competencies measured by the Computer-Based Simulations include:

- Computer & Technology Operations
- Researching & Referencing
- Reviewing, Inspecting & Auditing
- Technical & Job-Specific Knowledge
- Written Communication & Comprehension

Structured Interview

The structured interview will consist of multiple scenario-based questions that are related to situations or tasks that you may be expected to perform as an Administrative Analyst. Before beginning your structured interview, you will receive time to familiarize yourself with the questions and prepare your responses. You will respond to questions verbally and your verbal responses will be recorded to be assessed at a later date.

Competencies measured by the Structured Interview include:

- Adaptability & Flexibility
- Leadership & Management
- Oral Communication & Comprehension
- Planning & Organizing
- Problem Solving & Decision Making
- Professionalism & Integrity
- Researching & Referencing
- Reviewing, Inspecting, & Auditing
- Self-Management & Initiative
- Teamwork & Interpersonal
- Training & Facilitation
- Technical & Job-Specific Knowledge

Description of the Administrative Analyst Test Administration

The first component of the Administrative Analyst examination will be an online/computer-administered test that you complete remotely. Individuals deemed to meet the MQs will receive an email invitation with instructions and a unique link to complete the online test from **TestGenius**. This link will only be active for a limited time as specified by the date in your test invitation. If you receive an email indicating you meet the MQs, but do not receive a test invite from TestGenius within the next 24-48 hours, please check the spam or trash folders for your email account. If you still do not receive a test invite from TestGenius, please contact Sarah Freed at Sarah.Freed@pbjcal.org or 205-279-3599.

The second component of the Administrative Analyst examination will be an in-person structured interview that will be administered on Thursday, May 14, 2026, at the Personnel Board of Jefferson County. Individuals who complete the online/computer administered test by the deadline will then be invited to participate in the second phase of the Administrative Analyst examination.

On Thursday, May 14th you should report to the 5th Floor of the 2121 Building for check-in. Upon arrival, you will first be asked to provide a valid government-issued photo identification (e.g., driver's license, passport). Then, you will be asked to provide your signature on the check-in roster. In addition, you will be asked to read and sign a confidentiality statement. After checking in, you may be required to wait up to an hour before you begin the examination process.

It is necessary that you arrive to participate in the examination at your scheduled check-in time. **If you miss your scheduled check-in time, you will not be allowed to make up the exam.** The structured interview component of the examination process will be divided into two (2) phases, and you **MUST** complete both phases of the test in order to remain eligible for employment in the Administrative Analyst job class. **The examination will take approximately 2.5 hours to complete; however, you should plan to be on-site at the testing facility for up to 4 hours.** Each phase of the testing process is listed below.

Check-In Period

Phase I: Preparation Period

Phase II: Structured Interview

Check-Out Period

After completing Phase II of the examination, you will check out with a testing monitor and be escorted to a waiting area or be directed to leave the facility.

It is important that you do not discuss the examination components or processes with anyone. Providing information about the examination with anyone would be unfair to yourself and to others taking the Administrative Analyst exam. In addition, revealing information about the examination could result in your disqualification from the process and further disciplinary action if you are already an employee within the Merit System.

How to Prepare for the Administrative Analyst Examination

✓ *Come prepared.*

Bring all the materials you will need, such as your picture ID. **You must bring a PHOTO ID** to the exam location. You will not be allowed to enter the exam location nor take the Administrative Analyst exam without your **PHOTO ID**. Being prepared will also help you focus on the task at hand. **Leave all electronic devices at home or in your vehicle. You will not be allowed to enter the testing facility if you have any electronic devices with you.** Please **DO NOT BRING** any cell phones, tablets, pagers, or other electronic communication devices. If you bring any such device with you, you will be asked to return the item to your vehicle before you can check-in.

✓ *Remember the following when responding to the test exercises:*

1. Your responses will be evaluated by trained assessors against a defined set of performance standards.
2. More detail is better than less detail when making your responses.
3. The assessors will not “read into” what you are saying, so be explicit.
4. You should respond to all items that are presented.
5. Be sure to talk and/or write about what needs to be done and why.
6. You do not have to have actual experience as an Administrative Analyst to successfully respond to the test exercises.

✓ *Have a positive attitude.*

Approach the test as you would approach a difficult task. It might be tough, but you can do it! A positive attitude goes a long way toward success. Remind yourself that you are well prepared and are going to do well.

✓ *Read the provided materials thoroughly.*

This Information Guide has been provided to you to help you prepare as much as possible for the various components of the Administrative Analyst exam. This Guide can hopefully provide some insight into the testing process, what to expect on the test day, as well as the job duties, knowledge, skills and abilities that are important for the Administrative Analyst position.

✓ *Get plenty of rest.*

The night before the test, you should get to bed early. In fact, get a good night’s sleep for several nights in a row before the test. Remember, your brain and body need sleep to function well, so do not stay up late!

✓ *Eat breakfast.*

You think more clearly when you have a full stomach; therefore, do not skip breakfast the morning of the test.

✓ *Dress comfortably.*

Be sure to dress comfortably when you come to the exam. You may be there for up to **four** hours. You will not be evaluated based on your appearance, although professional attire may help put you in the appropriate mindset for the exam.

✓ *Arrive early for your scheduled check-in time.*

Allow adequate time for parking at the test facility. Candidates who arrive late for their check-in time will not be permitted to take the test.

✓ *Make sure you have all necessary materials.*

Before the test begins, make sure you have everything you will need to successfully complete the examination process. Also, make sure you have all pages of the test instructions, so that you understand what to do.

✓ *Listen to and read all instructions.*

Listen to all instructions from the test administrators and **read all instructions** contained in the test. You want to make sure you are performing the tasks correctly. If you cannot hear or understand the instructions, ask one of the administrators to repeat the information.

✓ *Stay relaxed and confident.*

Do not let yourself become *anxious*. If you feel anxious before or during a test, take several slow, deep breaths to relax. Do not get worried or frustrated.

✓ *Focus your studying.*

You should spend time reviewing the Competencies Being Measured section of this guide and think about the parts of the test in which each dimension is measured. This will help you focus your studying and preparation, particularly during the week of the exam.

What to Expect During the Administrative Analyst Examination Process

You will be given periodic opportunities to use the rest room throughout the exam. You should use these opportunities as necessary. Once the exam begins, you will not be permitted to use the rest room. During the examination and any waiting periods, candidates must seek permission from a Personnel Board staff member to leave their assigned room for any reason.

You will not be permitted to open your exam or preparation booklets until you are instructed to do so.

Candidates making any disturbances or caught cheating will be disqualified from the test.

You must not leave the rooms where you are taking the different components of the exam unless you are told that you may do so. Once the exam begins, you must remain in your room. There will be Test Monitors nearby at all times and they will be available to assist you if you have any problems or questions.

Test Monitors will **not** interpret or explain test questions for you; however, they can assist you with any problems, such as mechanical difficulties or equipment breakdowns or problems with your writing utensils.

There will be video cameras in the rooms in which you complete the structured interview. These video cameras will be used to record your verbal responses. Your recorded performance will be assessed at a later date by trained assessors. Additionally, the Personnel Board records ALL rooms in the Test Facility at all times during the examination for security purposes.

You should speak in a normal speaking voice when you are required to give spoken responses to questions. Please refrain from shouting or whispering. A normal conversational tone should be more than sufficient.

The actual test exercises will take approximately **two (2)** hours to complete. However, due to facility and staffing limitations, only a certain number of candidates will be able to go through the testing process at any one time. Therefore, you may have to wait for as long **as one hour** BEFORE you begin the test. Please be patient and understand that there will be NO EXCEPTIONS to the procedures set by the Personnel Board for the administration of this examination. You will NOT be allowed to leave the test site once you arrive at Check-In unless you disqualify yourself and withdraw from testing. This includes leaving to feed a parking meter, purchase food, or make phone calls.

What to Bring / What Not to Bring

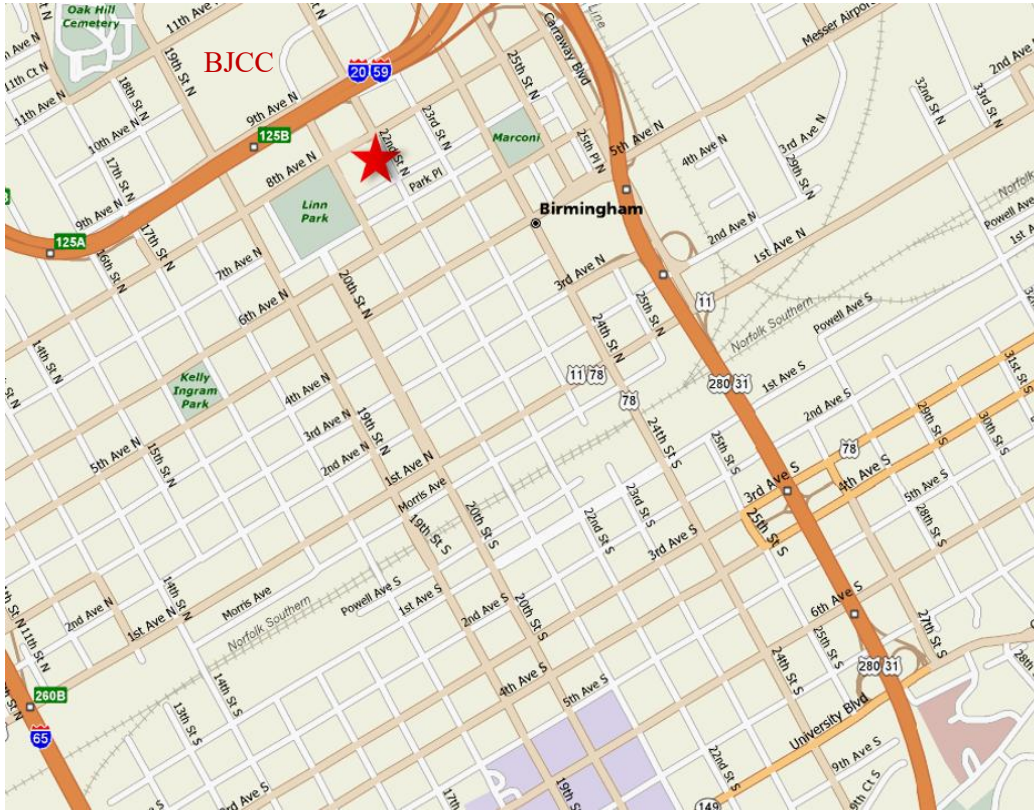
BRING a PHOTO ID to the exam location. You will not be allowed to enter the exam location nor take the Administrative Analyst exam without your PHOTO ID.

BRING a cooler with any food and/or beverages that you might need during the test period. Remember, you may be at the Personnel Board for up to **FOUR HOURS**. Access to food and beverages will be quite limited. If you anticipate wanting food or beverages (including coffee and water), please bring these items yourself.

DO NOT BRING any communication devices or electronic devices such as cell phones, smart watches, smart glasses, radios, tablets, pagers, i-pods, or mp3 players, etc. If you have these items with you at check-in, you will be required to return them to your vehicle as these items are NOT permitted on the testing floor. **The Personnel Board will not hold them for you, nor will we take responsibility for items lost or damaged.** If you miss your check in time due to this, you will **not be allowed** to take the exam.

DO NOT BRING any outside reading materials to the examination, including magazines, newspapers, books, or study materials. Reading material provided by the Personnel Board will be available in the holding areas for candidates' use while waiting. Any personal reading materials brought to the test will be confiscated and discarded prior to entry to the check-in area. There are no exceptions to this rule.

EXAM LOCATION: The examination for Administrative Analyst is scheduled to be held on the 5th floor of the 2121 Building located at 2121 Reverend Abraham Woods Jr. Blvd., Birmingham, AL 35203 (downtown Birmingham, formerly 8th Ave North). The map below illustrates with the red star where the 2121 building is located.



PARKING: Please take caution parking at metered parking spaces, as you will not be allowed to leave the testing facility once you have checked in. There are non-metered spaces on the street to the east of the 2121 Building, but they are difficult to find after 7:30 a.m. The Personnel Board **DOES NOT** validate parking, nor are we responsible for costs incurred by candidates related to parking, including parking fees, fines and tickets. Allow plenty of time to travel, find appropriate parking and arrive at the Check-In area on time. **If you arrive late to the Candidate Check-In room, you will NOT be permitted to enter the facility and take the test!**

SECURITY PROCEDURE: The public, including all Merit System employees, may only enter the 2121 Building through the main entrance on the Reverend Abraham Woods, Jr., Blvd /8th Avenue North side of the building. For test administration, you will present a photo ID to a testing staff member in the building lobby and will be directed to test check-in. If you visit the 2121 Building on days when you are not taking an exam, you must present a photo ID and sign in at the security desk prior to proceeding to your destination. On test days, these new procedures may create some delays; therefore, please allow yourself extra time to go through this process. The Personnel Board will not extend the grace period, so if you are later than 15 minutes passed your scheduled time reporting to the check-in location you will not be allowed to check in for the test. In other words, your arrival time to the building does not matter; you must arrive at the designated check-in location by your check-in time.

Description of Rules Related to Testing

Grace Period: You should report to the Administrative Analyst exam promptly at your scheduled check-in time. The fifteen minutes following the check-in time constitutes the “grace period” during which candidates will still be permitted to check-in to the examination. Also during this time, candidates who brought outside materials, electronic devices or other prohibited items will be asked to return those items to their vehicles. However, if those candidates do not make it back to the check-in area before the grace period closes, they will not be permitted to take the exam. The grace period closes at precisely fifteen minutes after the scheduled check-in time.

Make up Exams: No make-up examinations will be given. The sole exception to this rule will be for eligible candidates who are on active military duty on the day of the exam, in compliance with USERRA guidelines established by the federal government. Traffic emergencies, family emergencies, illness or other incidents, regardless of whether or not they are outside your control, do not constitute grounds for a make-up exam.

Cheating: The Personnel Board has a strict “no cheating” rule. If you are caught cheating during any component of the examination, you will receive a zero and be immediately disqualified and escorted from the premises. In addition, you may be barred from taking any future merit system examinations (Rule 9.14). There are no exceptions to this rule.

Smoking: Smoking breaks will not be accommodated under any circumstances. Candidates found attempting to smoke in restrooms will be disqualified from the examination. There are no exceptions to this rule.

Emergency Calls: If anyone needs to contact you while you are taking the Administrative Analyst examination, please have them contact the front desk of the Personnel Board at (205) 279-3500. A message will be taken and the information will be relayed to the test administrators who will then notify you. **Note: THIS IS FOR EMERGENCY CALLS ONLY.**

Test Scoring & Results Notification

As stated previously in this Guide, all of your responses to test questions and exercises that are made out loud in an individual test room will be recorded. Additionally, any written materials you are asked to produce as part of the test will be stored in a secure location following the exam. All of these materials will be scored over the course of a week (typically two or three weeks after the test) by a group of well-trained volunteer assessors who possess backgrounds and training in Human Resources and/or Industrial & Organizational Psychology. We use such individuals to assess your performance for several reasons:

- a. because they are not from the local area and therefore will not know local job candidates (or be able to influence and assist local candidates unfairly);
- b. because their training and education prior to our assessment ensures they fully understand the federal laws governing employee selection; and
- c. because, as out-of-state volunteers, we can ensure that they are available for a full week of assessment without interruption.

All assessors are trained by the PBJC staff to ensure consistent, reliable and accurate ratings for all components of the examination.

Once the assessment is complete, you will be notified of your score by email. The score notice will contain several pieces of information such as your test score along with your rank. Your rank is your placement on the overall ranked list compared to all other candidates who passed the examination.

Four (4) business days from the date the score notices are emailed constitutes the appeal period for this examination. If you have any questions about your test score or rank, please contact **Ryan Lillard** at **205-279-3568** or **ryan.lillard@pbjcal.org**. If after speaking with this staff member you still have concerns about your test score, you may submit a written appeal to Jeff Crenshaw, the Personnel Board Director, outlining your concerns. All appeals are treated seriously and reviewed thoroughly before making a determination. Appeals related to the content of the test, however, are not considered. Procedural matters related to test administration, assessment, or score calculation are legitimate areas for appeal. For example, if you feel that you received different treatment than all other candidates, you may appeal this. But if you don't like a particular question or do not feel that it is related to the job, you may not appeal this matter.

If you successfully pass the exam, your name will be added to an eligible register of candidates. Your name will be placed on the list, in rank order, according to your score on the exam. Names are sent to departments with vacancies throughout Jefferson County according to rank on the test. (Keep in mind that your rank will improve as other individuals are selected and hired off of the eligible register.) The Administrative Analyst register stays active for at least one year. If, during that period, you would like to see if your rank has changed, you may call our Applicant Services department at (205) 279-3500.

The various jurisdictions for which there are openings for Administrative Analyst may wish to conduct background checks, criminal record checks, or further selection procedures to review candidates. After the eligible register has been released to these jurisdictions, you must contact them for further information about your status in the selection process. Please note that in some cases, a specific jurisdiction may require you to participate in additional interviews or other selection processes before hiring you.

Contact Information

Should you have any questions or concerns regarding this material or the examination process, please contact any of the individuals listed below.

Ryan Lillard

Assessment & Development Specialist

Email: ryan.lillardpbjcal.org

Phone: 205.279.3568

Allysa Singer

Senior Assessment & Development Specialist

Email: allysa.singer@pbjcal.org

Phone: 205.279.3603

Sarah Freed

Test Administration & Assessment Coordinator

Email: sarah.freed@pbjcal.org

Phone: 205.279.3599

ADA Accommodations

If you would like to request special testing accommodations or have any questions concerning the test site or testing conditions, please contact Allysa Singer at 205-279-3603 or at allysa.singer@pbjcal.org.