

CalHR Test Item/KSAPC Linkage Sheet Program Technician

Exam Section #1

Arithmetic Calculations			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to analyze problems and determine appropriate solutions.	1.	
2.	Ability to perform basic mathematics (e.g., multiplication, division, addition, and subtraction) calculations with speed and accuracy.	2.	

Exam Section #2

Written Communication			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to review and edit memos, policies, procedures and letters for proper content, format, grammar, punctuation, and sentence structure.	1.	
2.	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are prepared and reviewed are complete, concise and error-free.	2.	
3.	Ability to communicate information and ideas in writing in a clear, articulate manner using tone, vocabulary, and grammar appropriate to the audience.	3.	

Exam Section #3

Data Accuracy			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to analyze written materials and determine their validity, accuracy, and completeness.	1.	
2.	Ability to conduct basic research to locate, collect, and compile information needed to answer questions or complete assignments.	2.	
3.	Ability to compare information from a variety of sources to apply laws or rules, determine compliance, or ensure consistency.	3.	
4.	Ability to perform repetitive technical work with a high rate of accuracy in a timely manner.	4.	
5.	Ability to pay close attention to detail in order to perform work in an accurate and thorough manner.	5.	

CalHR Test Item/KSAPC Linkage Sheet Program Technician II

Exam Section #1

Arithmetic Calculations			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to analyze problems and determine appropriate solutions.	1.	
2.	Ability to perform basic mathematics (e.g., multiplication, division, addition, and subtraction) calculations with speed and accuracy.	2.	

Exam Section #2

Written Communication			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to review and edit memos, policies, procedures and letters for proper content, format, grammar, punctuation, and sentence structure.	1.	
2.	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are prepared and reviewed are complete, concise and error-free.	2.	
3.	Ability to communicate information and ideas in writing in a clear, articulate manner using tone, vocabulary, and grammar appropriate to the audience.	3.	

Exam Section #3

Reading Comprehension			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to learn and apply laws, rules, regulations, procedures and policies.	1.	
2.	Ability to read correspondence and assess importance in relation to formality, nature, pertinence (deadlines) and source.	2.	
3.	Ability to read and comprehend documents (e.g., reports, memos, manuals, policies, procedures, standards and regulations).	3.	
4.	Ability to analyze written materials and determine their validity, accuracy, and completeness.	4.	
5.	Ability to make recommendations based on available resources.	5.	
6.	Ability to analyze problems and determine appropriate solutions.	6.	
7.	Ability to think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	7.	
8.	Ability to learn knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment to understand its implications and apply lessons to current and future problem solving and decision-making.	8.	

CalHR Test Item/KSAPC Linkage Sheet Program Technician III

Exam Section #1

Arithmetic Calculations			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to analyze problems and determine appropriate solutions.	1.	
2.	Ability to perform basic mathematics (e.g., multiplication, division, addition, and subtraction) calculations with speed and accuracy.	2.	

Exam Section #2

Written Communication			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to review and edit memos, policies, procedures and letters for proper content, format, grammar, punctuation, and sentence structure.	1.	
2.	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials are prepared and reviewed are complete, concise and error-free.	2.	
3.	Ability to communicate information and ideas in writing in a clear, articulate manner using tone, vocabulary, and grammar appropriate to the audience.	3.	

Exam Section #3

Reading Comprehension			
	CalHR Multi-Departmental Job Analysis KSAPC statement		Department Job Analysis KSAPC Statement
1.	Ability to learn and apply laws, rules, regulations, procedures and policies.	1.	
2.	Ability to read correspondence and assess importance in relation to formality, nature, pertinence (deadlines) and source.	2.	
3.	Ability to read and comprehend documents (e.g., reports, memos, manuals, policies, procedures, standards and regulations).	3.	
4.	Ability to analyze written materials and determine their validity, accuracy, and completeness.	4.	
5.	Ability to make recommendations based on available resources.	5.	
6.	Ability to analyze problems and determine appropriate solutions.	6.	
7.	Ability to think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	7.	
8.	Ability to learn knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment to understand its implications and apply lessons to current and future problem solving and decision-making.	8.	