

# FINDING STUDY GUIDES FOR STATE CIVIL SERVICE EXAMS:

# A MANUAL FOR PUBLIC AND INSTITUTIONAL LIBRARIES

11th Edition, Revised June 2009

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11th Edition Revised
June 2009

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State Library of Louisiana Baton Rouge, Louisiana

# TABLE OF CONTENTS

PREFACE	i
EXAMINATION OUTLINES AND RECOMMENDED STUDY GUIDES	
SERIES 9000/9001 COAST (CLERICAL/OFFICE/ADMINISTRATIVE SUPPORT TEST)	1
SERIES 9002 COAST TYPING SKILLS.	
SERIES 9111 ENGINEERING TECHNICIAN TEST	
SERIES 9200 WILDLIFE AND FISHERIES TECHNICIAN TEST	
SERIES 9242 ACCOUNTING PARAPROFESSIONAL TEST	5
SERIES 9300 HIGHWAY FOREMAN	
SERIES 9333 (PET) PROFESSIONAL ENTRY TEST	
SERIES 9500 LEAPS (LAW ENFORCEMENT AND PROTECTIVE SERVICES) TEST	
SERIES 9600 LEAPS SUPERVISOR	
SERIES 9700 PROFESSIONAL SUPERVISOR TEST	
SERIES 9812 PARISH HIGHWAY MAINTENANCE SUPERVISOR TEST	
SERIES 9900 PROFESSIONAL MANAGER TEST	
SERIES 9901/9902 MOTOR VEHICLE COMPLIANCE ANALYST TEST	13
TYPES OF QUESTIONS AND RECOMMENDED STUDY GUIDES	
BUDGETING	17
CODING	17
CUSTOMER SERVICE	17
ENGLISH GRAMMAR/USAGE/CORRECT EXPRESSION	17
FOLLOWING INSTRUCTIONS	17
GRAPHS, CHARTS AND TABLES/DATA INTERPRETATION	18
HUMAN RELATIONS	19
LOGIC	19
MANAGEMENT AND SUPERVISION	19
MATHEMATICS/NUMERICAL RELATIONS	
PAPAGRAPHS – BEST SENTENCE ORDER	21
READING COMPREHENSION	21
REASONING	21
REPORT WRITING	
SPELLING/VOCABULARY	
WORK RATE PROBLEMS	22
INDEX OF JOB TITLES	25

#### **PREFACE**

This booklet provides information on every written exam currently in use by the Louisiana Department of State Civil Service. It will help librarians to find appropriate study guides for patrons who are seeking state employment.

The first section of this booklet devotes one page to each exam. There you will find an outline of the questions that are asked on an exam, followed by a list of study guides the Reference staff recommends. Most of the study guides are published by Arco or National Learning Corporation (abbreviated NLC in the listings). They contain generic questions which are not based specifically on Louisiana Civil Service exams. However, the questions they contain are similar enough to those on the Louisiana exams that patrons find them to be useful study material.

The entries will also note the availability of sample questions prepared by Civil Service to assist test takers. These are prime study material, since the questions are designed specifically for Louisiana exams. They are available on the Civil Service website at

www.civilservice.la.gov/examining/staffinginfo/t estinformation/testinformation.asp. However, many test takers find these sample questions to be too brief or not fully representative of the content of the exams, hence the continued interest in commercial study guides like those published by Arco and NLC.

Note that the first section of this booklet lists exams in order by the series number assigned by Civil Service. This enables the user to easily find the correct breakdown of test questions when only the examination series number is known.

The second section of this booklet consists of those categories of questions, such as English grammar or mathematics, that patrons often need additional help with. Following each type of question is a list of study guides which contain examples of that kind of question. You can use this section of the booklet to find substitute study guides or additional guides for patrons who have difficulty with a particular kind of question.

The final section of this booklet is the index of job titles. Here you will find listed all of the nearly 500 jobs that require a written exam. Look up the job title you need in the index, then consult the page referenced there to find the appropriate examination outline and list of recommended study guides, from which you can select any that you have on the shelf for the immediate use of your patron.

Additional study material is available from LearningExpress Library, one of the Louisiana Library Connection databases. It is available free at public libraries throughout the state, or residents can access it from home or work by going to <a href="http://lalibcon.state.lib.la.us">http://lalibcon.state.lib.la.us</a> and selecting their library name and entering their library card number.

Be advised that LearningExpresss Library does not provide study material for specific state exams. When you click on the learning center for "Jobs and Careers," then on the category "Civil Service," you will not find entries for specific state tests (like the PET) or types of tests (like clerical). Instead, LearningExpress Library offers one generic, 50-question civil service test which covers math, grammar, reading, vocabulary and spelling. This resource is useful only if you need a brief refresher on these specific question types.

A few final points to keep in mind:

 Many Civil Service positions do not require a written examination. In some cases, applicants are graded solely on the basis of their experience and training. Jobs such as these, for which Civil Service does not require a written exam, are not included in the index to this booklet.

- We cannot provide actual samples of old tests. In most cases we will send study guides published by Arco, National Learning Corporation (NLC), or Learning Express.
- Often the study guides we send will not have the same titles as the state Civil Service exams, but will contain examples of questions that are similar to those found on the tests. We will send additional materials as needed to supplement the standard study guides.
- When your library has no study guides available for a particular test, or your patron needs more material, please send a subject request to the State Library

- Reference Section. All we need is the exam title, the exam series number, or the job title your patron needs.
- For quicker service, you may call the Reference Section at (225) 342-4913 or email us at ref@state.lib.la.us

# **EXAMINATION OUTLINES**

# **AND**

# **RECOMMENDED STUDY GUIDES**

# (COAST) CLERICAL/OFFICE/ADMINISTRATIVE SUPPORT TEST

SERIES	9000	Rehavior	Assessment
131 11 11 11 11 11 11 11 11 11 11 11 11	711111	DEHAVIOL	AMENIUCIII

SERIES 9000 Behavior Assessment	
Categories of Questions:	
Behavior Assessment	40
Note: Same as Biographical Inventory questions or	n old test.
SERIES 9001 Office Skills	
Categories of Questions:	
Customer Service Spelling Reading with Understanding  TOTAL: PASS:	30 40 25 95 70-100
<b>Recommended Study Guides:</b>	
Use <b>COAST</b> Exam study booklet from Civil	l Service.
Use Sample Questions on Civil Service web	osite.
Arco. Beginning Office Worker  Clerical Exams Handbook File Clerk-General Clerk Office Assistant/Associate Practice for Clerical, Typing and Sten  NLC. Clerk General Clerical and Typing Careers 7	_ <del></del>
Behavior Assessment (Biographical Inventory): Kaplan. Civil Service Exams. See Chapter 9:	Personal Characteristics and Experience Inventory
Customer Service:	
NLC. <u>Customer Service Representative</u>	
<b>Spelling:</b> LearningExpress. <u>1001 Vocabulary and Spe</u> . <u>Practical Spelling</u>	elling Questions

• Use **Learning Express Library** database for spelling and reading questions.

# SERIES 9002

# COAST TYPING SKILLS TEST

Basic typing speed and accuracy test.

Candidates have five minutes to type a preset passage as quickly and accurately as possible.

Three keystrokes are subtracted for each error.

Passing is 40 words per minute after deductions for errors.

# **Recommended Study Guides:**

Arco.	<u>Civil Service Typing Tests</u>	
	<u>Clerical Exams</u>	
	Practice for Clerical, Typing and Stenographic	<u>Tests</u>

Any typing or keyboarding manual with sample passages to type for practice.

#### **SERIES 9111**

#### **ENGINEERING TECHNICIAN**

#### **Categories of Questions:**

Part 1 Attention to Detail Test 100 questions, 7 minutes

NOTE: These questions test the ability to detect differences between two figures.

Part 2

English Usage 20
Following Directions 20
Problem Solving (Math Word Problems) 20

TOTAL: 60

PASS: 70-100

#### **Recommended Study Guides:**

Use Engineering Aide Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

NOTE: <u>Engineering Technician</u> (Arco) and <u>Engineering Aide</u> (NLC) are too technical for this exam. Use instead:

Arco. <u>Civil Service Arithmetic and Vocabulary</u> . <u>Homestudy Course for Civil Service Jobs</u>

Koch. Civil Service Quizzer and Guide

Use any clerical study guide, for math and English.

#### **Attention to Detail Test (Differences between Two Figures):**

Arco. Mechanical Aptitude & Spatial Relations Tests

Koch. Mechanical Work Examinations

• Use **LearningExpress Library** database for English and math questions.

## WILDLIFE & FISHERIES TECHNICIAN EXAM

# **Categories of Questions:**

Mathematics	20
Reading Comprehension	20
Following Directions/Coding	<u>20</u>
TOTAL:	60
PASS:	70-100

# **Recommended Study Guides:**

Use Wildlife & Fisheries Technician Exam study booklet.

Use Sample Questions on Civil Service website.

Arco	Beginning Office Worker
	. Clerical Exams Handbook
	File Clerk-General Clerk
	Office Assistant/Associate
	Practice for Clerical, Typing and Stenographic Tests
NLC.	. <u>Clerk</u>
	Fish and Wildlife Technician
	General Clerical and Typing Careers Tests
<b>Substitutes:</b>	
Arco	Employment Security Clerk

# **Coding:**

NLC. Coding

Shop Clerk

• Use **LearningExpress Library** database for math and reading questions.

Office Machines Operator

. Telephone Operator

#### **SERIES 9242**

#### ACCOUNTING PARAPROFESSIONAL TEST

#### **Categories of Questions**:

Bookkeeping & Accounting Problems				
Mathematics	15			
Journal Problems	15			
Accounting Terms	<u>10</u>			
TOTAL:	60			

PASS: 70-100

# **Recommended Study Guides**:

Use <u>Accounting Paraprofessional Test</u> study booklet from Civil Service.

Use Sample Questions on Civil Service website.

\_\_\_\_\_. Associate and Administrative Accountant

NLC. Accountant

. Accounting Systems Specialist

. Administrative Accountant

\_\_\_\_. <u>Assistant Accountant</u>

# Accounting terms, problems and journalizing:

Arco. Bookkeeper-Account Clerk

NLC. Account Clerk

• Use **LearningExpress Library** database for math questions.

## **HIGHWAY FOREMAN**

#### **Categories of Questions:**

Supervision	30
Math	10
Following Instructions/Coding	5
Tables and Charts	_5
TOTAL:	50
PASS:	70-100

# **Recommended Study Guides**:

Use	Samp	ole Ç	<u> uestions</u>	for H	ighwa	y Foreman	study	booklet from	m Civil
	vice.								

Use Sample Questions on Civil Service website.

NLC.	Foreman, Highways and Sewers
	Highway General Foreman
	Highway Maintenance Supervisor

#### Math:

Arco. Apprentice, Mechanical Trades
. Civil Service Arithmetic and Vocabulary
. Mechanical Aptitude and Spatial Relations
Koch. Mechanical Work Exams

## Math, Supervision:

Arco.	Construction Foreman
	<u>Foreman</u>

#### **Supervision, Tables and Charts:**

Arco. Management and Administration Quizzo	er
. Practice for Civil Service Promotion	
. Supervision Course	

• Use LearningExpress Library database for math questions.

#### (PET) PROFESSIONAL ENTRY TEST

#### **Categories of Questions:**

Although there are 10 items in each of the categories listed below, the items in each category are distributed throughout the test rather than in separate sections by category.

Tables and Charts	10
Reading Comprehension	10
Math	10
Inference (Logic)	<u>10</u>
TOTAL:	40

PASS: 70-100

#### **Recommended Study Guides:**

Use Professional Entry Test study booklet from Civil Service.

Use Sample Questions on Civil Service website.

NLC. Professional Entry Test (P.E.T.)

#### **Substitutes:**

Arco. Professional and Administrative Career Exam
Professional Careers Test

NLC. Professional and Administrative Career Exam
Professional Careers Test

#### **Inference (Logic):**

LearningExpress. <u>501 Challenging Logic and Reasoning Problems</u>

#### **Mathematics:**

Arco. Civil Service Arithmetic and Vocabulary

#### **Tabular Completion:**

NLC. Civil Service Graphs, Charts and Tables

• Use **LearningExpress Library** database for reading and math questions.

## LEAPS (LAW ENFORCEMENT AND PROTECTIVE SERVICES) TEST

Entry/Journeyman Level Law Enforcement Jobs

# **Categories of Questions:**

Decision Making and Human Relations	13
Reading Comprehension	10
Mathematics	7
Coding	5
Reasoning and Problem Solving	13
English and Effective Writing	<u>12</u>
TOTAL:	60
PASS:	70-100

# **Recommended Study Guides:**

Use <u>LEAPS Examination</u> study booklet from Civil Service.

Use Sample Questions on Civil Service website.

Arco. <u>Correction Officer</u> (coding, English, math, reading)
<u>Guard-Patrolman</u> (judgment and reasoning, math, reading)
<u>State Trooper</u> (judgment, reading)
Teach Yourself to Pass Law Enforcement Exams in 24 Hours (reading, judgment,
math)
Learning Express. <u>Police Officer Exam: The South</u> (reading, English grammar, judgment)
NLC. Law Enforcement and Investigation Occupations
. Law Enforcement Candidate Record
Any police work study guide.

## **Coding:**

NLC. Coding

# **Reasoning:**

LearningExpress. 501 Challenging Logic and Reasoning Problems

• Use **LearningExpress Library** database for reading, math and English questions.

#### LEAPS SUPERVISOR TEST

#### **Categories of Questions:**

Reading Comprehension	8
Problem Solving	5
Math	7
Supervision	<u>30</u>
TOTAL:	50

PASS: 70-100

# **Recommended Study Guides:**

Use <u>Law Enforcement and Protective Services Supervisor Test</u> study booklet from Civil Service.

Use Sample Questions on Civil Service website.

Arco.	Correction Officer Promotion Tests
	Law Enforcement Positions
	Police Administration and Criminal Investigation
	Police Sergeant, Lieutenant, Captain
	Teach Yourself to Pass Law Enforcement Exams in 24 Hours (reading, judgment
	math)

Barron. How to Prepare for the Police Sergeant Examination

NLC. Police Administration and Supervision

#### Math:

Arco. Civil Service Arithmetic and Vocabulary

## **Supervision:**

Arco. Management and Administration Quizzer

Practice for Civil Service Promotion
Supervision Course

NLC. Civil Service Administration, Management, and Supervision

• Use **LearningExpress Library** database for reading and math questions.

#### PROFESSIONAL SUPERVISOR TEST

#### **Categories of Questions**:

In-Basket Exercise25Written Communication Skills30Supervisory Skills30

TOTAL: 85

PASS: 70-100

#### **Recommended Study Guides:**

Use <u>Professional Supervisor Test</u> study booklet from Civil Service.

Use Sample Questions on Civil Service website.

Arco. Management and Administration Quizzer

. Practice for Civil Service Promotion

. Supervision Course

NLC. Administrative Manager

\_\_\_\_. <u>Supervisor</u>

. Civil Service Administration, Management and Supervision

. Professional Supervisor Test

#### **Written Communication Skills:**

Arco. <u>Teach Yourself to Pass Civil Service Exams in 24 Hours</u>. 24 Hours to the Civil Service Exams

NLC. Civil Service Grammar and Usage

See English Grammar in type of question section.

#### **In-Basket Exercise:**

Use the Civil Service booklet and website.

• Use **LearningExpress Library** database for writing questions.

#### PARISH HIGHWAY MAINTENANCE SUPERVISOR TEST

#### **Categories of Questions:**

Road and Bridge Maintenance30Supervision20Records and Reports10

TOTAL: 60

PASS: 70-100

### **Recommended Study Guides:**

NLC. <u>Bridge Maintenance Supervisor</u> . <u>Highway Maintenance Supervisor</u>

#### **Substitutes:**

NLC. <u>Foreman, Highways and Sewers</u>
. <u>Highway Engineer</u>
. <u>Highway General Foreman</u>
. <u>Highway Maintenance Specialist</u>

## **Supervision and Report Writing:**

Arco. Management and Administration Quizzer
Practice for Civil Service Promotion
Supervision Course

NLC. Civil Service Administration, Management, and Supervision

#### PROFESSIONAL MANAGER TEST

#### **Categories of Questions:**

**Management Principles** Budgeting Supervision TOTAL: 50 PASS: 70-100 \* Exact number of questions not specified.

#### **Recommended Study Guides:**

Use Manager/Administrator Test study booklet from Civil Service. Use Sample Questions on Civil Service website. Arco. Civil Service Administrative Tests (includes budgeting) . Management and Administration Quizzer Supervision Course (includes budgeting) NLC. Administrative Manager . Civil Service Administration, Management and Supervision

#### **Budgeting:**

Arco. Administrative Assistant
NLC. <u>Budget Examiner</u> <u>Budget Examining Trainee</u> <u>Business Manager</u>

#### MOTOR VEHICLE COMPLIANCE ANALYST TEST

Series 9901 Written Office Skills

#### **Categories of Questions:**

Reading Comprehension 10

Mathematics 10

Coding/Following Instructions 20

TOTAL: 40
PASS: 70-100

Series 9902 Customer Service Video

#### **Categories of Questions:**

Customer Service 47

Note: This part of the test uses a video to present various work situations. Multiple-choice questions require the test taker to choose the best way to handle each situation.

Every answer scores points, some more than others.

PASS: 70-100

#### **Recommended Study Guides:**

Use Motor Vehicle Compliance Analyst Test study booklet.

Use Sample Questions on Civil Service website.

NLC. Motor Vehicle License Clerk

Motor Vehicle License Examiner
Motor Vehicle Officer

Use any clerical or office work study guide.

#### **Coding:**

NLC. Coding

#### **Customer Service:**

NLC. <u>Customer Service Representative</u>

• Use **LearningExpress Library** database for reading and math questions.

# **TYPES OF QUESTIONS**

# **AND**

# **RECOMMENDED STUDY GUIDES**

BUDGETING	
Arco. Administrative Assistant	
. <u>Civil Service Administrative Tests</u>	
<u>Supervision Course</u>	
NLC. <u>Budget Examiner</u> <u>Budget Examining Trainee</u>	
CODING	
NLC. Coding	
CUSTOMER SERVICE	
NLC. <u>Customer Service Representative</u>	
ENGLISH GRAMMAR/USAGE/CORRECT EXPRESSION	
Arco. College Office Assistant	
<ul><li><u>Employment Security Clerk</u></li><li><u>Federal Service Entrance Examinations</u></li></ul>	
File Clerk-General Clerk	
. Investigator-Claim Examiner	
Junior Federal Assistant	
Office Assistant	
. <u>Practice for Civil Service Promotion</u>	
Professional Trainee	
. Senior Clerical Series	
Supervising Clark Stangarapher	
<ul> <li>Supervising Clerk-Stenographer</li> <li>Teach Yourself to Pass Civil Service Exams in 24 Hours</li> </ul>	
. 24 Hours to the Civil Service Exams	
Barron. Stenographer, Typist, Clerk, and Office Machine Operator	
LearningExpress. Civil Service Career Starter	
501 Grammar and Writing Questions	
<u>Grammar Essentials</u>	
NLC. Civil Service Grammar and Usage	
• <u>LearningExpress Library Database</u>	
FOLLOWING INSTRUCTIONS	
Arco. Beginning Office Worker	
Cashier	
<u>Clerk N.Y.C.</u>	
Computer Programmer	

# FOLLOWING INSTRUCTIONS CONTINUED

	. Correction Officer
_	. Employment Security Clerk
_	. <u>File Clerk</u>
	. General Entrance Series
	. General Test Practice for 92 U.S. Jobs
_	. <u>Guard-Patrolman</u>
_	. <u>Hospital Attendant</u>
_	. <u>Laborer</u>
	. Messenger
	. Office Machines Operator
	. Parking Enforcement Agent
_	. Post Office Clerk-Carrier
	. <u>Postmaster</u>
	. <u>Railroad Clerk</u>
_	. <u>Railroad Porter</u>
_	. Staff Attendant
_	. <u>Storekeeper-Stockman</u>
	. Traffic Control Agent
_	. <u>U.S. Park Ranger</u>
L	Vach Civil Samina Ovizzar and Cuida
Г	Koch. Civil Service Quizzer and Guide Handbook of Toota (Civil Service)
_	. <u>Handbook of Tests</u> (Civil Service)
]	NLC. Unemployment Insurance Claims Examiner
	<del></del>
GRAPH	IS, CHARTS AND TABLES/DATA INTERPRETATION
	Arco. Administrative Assistant
	Beginning Office Worker
	. Case Worker
	. Civil Service Administrative Tests
_	. Clerk GS4-GS7
_	. College Office Assistant
_	. Employment Interviewer
_	. Employment Security Clerk
_	. Federal Administrative and Management Examination
	. Federal Service Entrance Exams
_	. General Test Practice
_	. Homestudy Course for Civil Service Jobs
	. Hospital Care Investigator
	. Investigator/Claim Examiner
	. Junior Administrative Development Exam
	. Law Enforcement Positions
	. <u>PACE</u> (Professional and Administrative Career Exam)
	. Personnel Examiner
	. Professional Careers Test
_	. Professional Trainee
	. I TOTOSSIUITAT ITATIICO

# GRAPHS, CHARTS AND TABLES/DATA INTERPRETATION CONTINUED . Social Case Worker . Statistician \_\_\_\_\_. Supervising Clerk-Stenographer . Supervision Course . Teach Yourself to Pass Civil Service Exams in 24 Hours . 24 Hours to the Civil Service Exams . U.S. Park Ranger . <u>U.S. Professional Mid-Level Positions</u> . U.S. Summer Jobs Koch. Civil Service Quizzer and Guide . Mechanical Work Examinations . Social Welfare Examinations NLC. Beginning Clerical Worker \_\_\_. Business Manager . Civil Service Graphs, Charts, and Tables . Consumer Affairs Specialist . Contract Specialist \_\_\_. Game Management . Graphs, Charts, and Tables . <u>Professional Careers Test</u> . Professional Trainee . Research Assistant **HUMAN RELATIONS** Koch. Civil Service Quizzer and Guide . Computer Work and Computer Trainee Examinations . Eligibility Worker Examinations . Social Welfare and Eligibility Worker Examinations NLC. Human Relations Representative . Human Relations Training Officer **LOGIC** LearningExpress. 501 Challenging Logic and Reasoning Problems NLC. Logical Reasoning MANAGEMENT AND SUPERVISION Arco. Administrative Assistant \_\_\_\_\_. <u>Civil Service Administrative Tests</u> . Employment Security Clerk \_\_\_\_\_. <u>Federal Service Entrance Exa</u>ms . Management and Administration Quizzer

# MANAGEMENT AND SUPERVISION CONTINUED \_\_\_\_\_. <u>Practice for Civil Service Promotion</u> \_\_\_\_. Principal Clerk \_\_\_\_\_. Supervising Clerk-Stenographer . Supervision Course NLC. Administrative Assistant . Administrative Manager . Civil Service Administration, Management, and Supervision . <u>Director</u> \_\_\_\_. Employment Security Manager \_\_\_\_. <u>Head Clerk (Payroll)</u> \_\_\_\_. <u>Personnel Associate</u> . Personnel Manager . Project Manager . Senior Administrative Assistant MATHEMATICS/NUMERICAL RELATIONS Arco. ACWA (Administrative Careers with America) \_\_\_\_\_. <u>Beginning Office Worker</u> \_\_\_\_. <u>Cas</u>hier . Civil Service Arithmetic and Vocabulary . Employment Interviewer \_\_\_\_\_. Employment Security Clerk . Federal Administrative and Management Examination . Federal Service Entrance Exams . File Clerk-General Clerk . <u>Guard-P</u>atrolman . Junior Federal Assistant \_\_\_\_. Office Assistant . <u>PACE</u> (Professional and Administrative Career Exam) . Parking Enforcement Agent . Practice for Civil Service Promotion . Stenographer-Typist . Teach Yourself to Pass Civil Service Exams in 24 Hour . 24 Hours to the Civil Service Exams . U.S. Employment Service General Aptitude Test Battery Barron. How to Prepare for the Civil Service Examinations for Stenographer, Typist, Clerk, and Office Machine Operator . Math Word Problems the Easy Way Career Press. Master Math: Solving Word Problems Koch. Civil Service Handbook of Tests . Mechanical Work Examinations . Social Welfare and Eligibility Worker Examinations

. Work and Compare Arithmetic

MATHEMATICS/NUMERICAL RELATIONS CONTINUED
<ul> <li>Social Welfare and Eligibility Worker Examinations</li> <li>Work and Compare Arithmetic</li> </ul>
LearningExpress. <u>Civil Service Career Starter</u> <u>Practical Math Success in 20 Minutes a Day</u>
NLC. Beginning Office Worker  Civil Service Arithmetic Contracts Examiner Head Clerk (Payroll) Professional Trainee
• <u>LearningExpress Library Database</u>
PAPAGRAPHS – BEST SENTENCE ORDER
LearningExpress. 501 Grammar & Writing Questions (pages 73-76)
READING COMPREHENSION
LearningExpress. Civil Service Career Starter  501 Reading Comprehension Questions Reading Comprehension Success: In 20 Minutes a Day
Many study guides include examples of this kind of question.
REASONING
Arco. 24 Hours to the Civil Service Exams
LearningExpress. 501 Challenging Logic and Reasoning Problems
NLC. <u>Logical Reasoning</u>
REPORT WRITING
Arco. Addiction Specialist

# REPORT WRITING CONTINUED

. Investigator/Claim Examiner	
Junior Administrative Development Exam	
. Management and Administration Quizzer	
. Motor Vehicle License Examiner	
. Parking Enforcement Agent	
Personnel Examiner	
Playground and Recreation Director's Handbook	
. <u>Policewoman</u>	
Practice for Civil Service Promotion	
. Probation and Parole Officer	
. Professional Trainee, Administrative Aide	
. Senior Clerical Series	
. <u>Social Supervisor</u>	
. State Trooper	
. <u>Supervision Course</u>	
. Traffic Control Agent	
. Treasury Enforcement Agent	
. <u>U.S. Professional Mid-Level Positions</u>	
NLC. Investigator-Inspector  Personnel Assistant  Personnel Technician  Professional Careers Test Report Writing	
SPELLING/VOCABULARY	
Arco. <u>Civil Service Arithmetic and Vocabulary</u> <u>Words for Smart Test Takers</u>	
LearningExpress. Civil Service Career Starter	У
WORK RATE PROBLEMS	

# WOF

Arco. 24 Hours to the Civil Service Exams (2<sup>nd</sup> ed.), pages 231-242.

Career Press. <u>Master Math: Solving Word Problems</u>, pages 96-102

# **INDEX OF JOB TITLES**

# INDEX OF JOB TITLES

ACCOUNTING SPECIALIST 1	5
ACCOUNTING SPECIALIST 2	
ACCOUNTING SPECIALIST SUPERVISOR	
ACCOUNTING TECHNICIAN	
ACTIVE TREATMENT SPECIALIST 1-2	
See OCDD ACTIVE TREATEMENT SPECIALIST 1-2	
ADJUSTER	
See STATE RISK ADJUSTER	
ADMINISTRATIVE ASSISTANT 1	1
ADMINISTRATIVE ASSISTANT 2	. 1
ADMINISTRATIVE ASSISTANT 3	
ADMINISTRATIVE ASSISTANT 4	1
ADMINISTRATIVE ASSISTANT 5	1
ADMINISTRATIVE ASSISTANT 6	1
ADMINISTRATIVE COORDINATOR 1	
ADMINISTRATIVE COORDINATOR 2	1
ADMINISTRATIVE COORDINATOR 3	1
ADMINISTRATIVE COORDINATOR 4	1
ADMINISTRATIVE PROGRAM DIRECTOR 1	10
ADMINISTRATIVE PROGRAM DIRECTOR 2	10
ADMINISTRATIVE PROGRAM MANAGER 1	
ADMINISTRATIVE PROGRAM MANAGER 2	
ADMINISTRATIVE PROGRAM MANAGER 3	10
ADMINISTRATIVE PROGRAM SPECIALIST-A	
ADMINISTRATIVE PROGRAM SPECIALIST-B	
ADMINISTRATIVE PROGRAM SPECIALIST-C	
ADMINISTRATIVE SUPERVISOR 1	1
ADMINISTRATIVE SUPERVISOR 2	
AGRICULTURAL ENVIRONMENTAL SPECIALIST 1	
AGRICULTURAL ENVIRONMENTAL SPECIALIST 2	
AGRICULTURAL ENVIRONMENTAL SPECIALIST 3	
AGRICULTURAL ENVIRONMENTAL SPECIALIST SUPERVISOR	
AGRICULTURAL MARKETING SPECIALIST	
AGRICULTURAL MARKETING TRAINEE	
AGRICULTURE PROGRAM SPECIALIST 1	
AGRICULTURE PROGRAM SPECIALIST 2	7
AGRICULTURE SPECIALIST 1	
AGRICULTURE SPECIALIST 2	
AGRICULTURE SPECIALIST 3	
AGRICULTURE SPECIALIST DISTRICT SUPERVISOR	
AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 1	
AGRICULTURE/FORESTRY ENFORCEMENT OFFICER 2	
AGRICULTURE/FORESTRY ENFORCEMENT SUPERVISOR	
ALCOHOL TOBACCO CONTROL PROSECUTOR	
ARCHIVES ASSISTANT 1	
ARCHIVES ASSISTANT 2	1

ARCHIVES SPECIALIST 1	7
ASSISTANT TO A PSYCHOLOGIST	7
ATC AGENT 1	7
ATC AGENT 2	. 7
ATC AGENT 3	7
ATC AGENT 4	10
ATC ENFORCEMENT ANALYST 1	7
ATC ENFORCEMENT ANALYST 2	
BUDGET ANALYST 1	7
BUDGET ANALYST 2	7
BUDGET ANALYST 3	7
BUDGET ANALYST 4	7
BUSINESS DEVELOPMENT OFFICER 1	7
BUSINESS DEVELOPMENT OFFICER 2	7
BUSINESS DEVELOPMENT OFFICER 3	7
CAPITAL OUTLAY ANALYST 1-2	
See STATE CAPITAL OUTLAY ANALYST 1-2	
CHILD CARE ASSISTANCE SPECIALIST 3	7
CHILD WELFARE COUNSELORADOPTION	7
CHILD WELFARE SPECIALIST 4	10
COASTAL RESOURCES PROGRAM SPECIALIST 1	7
COASTAL RESOURCES PROGRAM SPECIALIST 2	7
COMMERCIAL COMPLIANCE SPECIALIST 1	7
COMMERCIAL COMPLIANCE SPECIALIST 2	7
COMMERCIAL COMPLIANCE SUPERVISOR	10
COMMUNICATIONS OFFICER 1	1
COMMUNICATIONS OFFICER 2	. 1
COMMUNICATIONS OFFICER 3	. 1
COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 1	. 7
COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 2	
COMMUNITY DEVELOPMENT PROGRAM SPECIALIST 3	7
COMMUNITY SERVICES ASSISTANT REGIONAL ADMINISTRATOR	
See OCDD COMMUNITY SERVCIES ASSISTANT REGIONAL ADMINISTRATOR	
COMMUNITY SERVICES BLOCK GRANTS SPECIALIST	7
COMMUNITY SERVICES SPECIALIST 1-2	
See OCDD COMMUNITY SERVICES SPECIALIST 1-2	
COMMUNITY SERVICES SPECIALIST SUPERVISOR	
See OCDD COMMUNITY SERVICES SPECIALIST SUPERVISOR	
COMPLIANCE INSPECTOR 1	
COMPLIANCE INSPECTOR 2	
COMPLIANCE INSPECTOR 3	
COMPLIANCE INVESTIGATOR 1	
COMPLIANCE INVESTIGATOR 2	
COMPLIANCE INVESTIGATOR 3	
COMPLIANCE INVESTIGATOR 4	
COMPLIANCE PROGRAMS SPECIALIST 1	
COMPLIANCE PROGRAMS SPECIALIST 2	
COMPLIANCE PROGRAMS SPECIALIST 3	
CONSERVATION ENFORCEMENT SPECIALIST 1	7

CONSERVATION ENFORCEMENT SPECIALIST 2	7
CONTRACTS/GRANTS REVIEWER 1	. 7
CORRECTIONS ARDC SPECIALIST 1	7
CORRECTIONS ARDC SPECIALIST 2	
CORRECTIONS ARDC SPECIALIST 3	7
CORRECTIONS CLASSIFICATION OFFICER1	. 7
CORRECTIONS CLASSIFICATION OFFICER2	. 7
CORRECTIONS CLASSIFICATION OFFICER3	. 7
CORRECTIONS RECORDS ANALYST 1	
CORRECTIONS RECORDS ANALYST 2	
CORRECTIONS RECORDS ANALYST 3	
CORRECTIONS SPECIALIST 1	
CORRECTIONS SPECIALIST 2	
CRIME LABORATORY TECHNICIAN 1	
CRIMINAL JUSTICE POLICY PLANNER 1	
CRIMINAL JUSTICE POLICY PLANNER 2	
CRIMINAL JUSTICE POLICY PLANNER TRAINEE	
CRIMINAL RECORDS ANALYST 1	
CRIMINAL RECORDS ANALYST 2	
CRIMINAL RECORDS ANALYST 3	
CRIMINAL RECORDS ANALYST 4	
CRIMINAL RECORDS ANALYST 5	
CRIMINAL RECORDS AUDITOR	
CULTURAL PROGRAM ANALYST 1	
CULTURAL PROGRAM ANALYST 2	
DHHR RECOVERY SPECIALIST	
DISEASE INTERVENTION SPECIALIST 1	. /
DISEASE INTERVENTION SPECIALIST 2	
DISEASE INTERVENTION SPECIALIST 4  DISEASE INTERVENTION SPECIALIST 5	
DOTD INTERMODAL TRANSPORTATION SPECIALIST 1	
DOTD INTERMODAL TRANSPORTATION SPECIALIST 1  DOTD INTERMODAL TRANSPORTATION SPECIALIST 2	
DOTD LOSS PREVENTION OFFICER 1	. <i>1</i>
DOTD LOSS PREVENTION OFFICER 2	
DOTD LOSS PREVENTION OFFICER 3	
ECONOMIC DEVELOPMENT RESEARCH ANALYST 1	
ECONOMIC DEVELOPMENT RESEARCH ANALYST TRAINEE	
EDITOR, STATE REGISTER	,
See STATE REGISTER EDITOR	
EDUCATION INFORMATION CONSULTANT 1	7
ELECTION COST DISTRIBUTION SPECIALIST	
ELECTION COST DISTRIBUTION SUPERVISOR	
ELECTION SPECIALIST 1	
ELECTIONS PROGRAMS SPECIALIST 1	
ELECTIONS PROGRAMS SPECIALIST 2	
ENFORCEMENT AGENT 1-3	,
See PSC ENFORCEMENT 1-3	
ENGINEERING TECHNICIAN 1	7
ENVIRONMENTAL IMPACT SPECIALIST 1	7

ENVIRONMENTAL IMPACT SPECIALIST 2	7
ENVIRONMENTAL IMPACT SPECIALIST 3	7
ENVIRONMENTAL PROGRAM ANALYST 1	7
ENVIRONMENTAL PROGRAM ANALYST 2	
ENVIRONMENTAL PROGRAM ANALYST 3	
ENVIRONMENTAL PROJECT SPECIALIST 1	
EXECUTIVE STAFF OFFICER	
FAMILY SUPPORT ASSISTANT PARISH MANAGER	
FAMILY SUPPORT PARISH MANAGER 1-2.	
FAMILY SUPPORT PROGRAM ASSISTANT DIRECTOR	
FAMILY SUPPORT PROGRAM COORDINATOR	
FAMILY SUPPORT PROGRAM SPECIALIST 1	
FAMILY SUPPORT PROGRAM SPECIALIST 2	
FEDERAL ENERGY ANALYST 1	
FEDERAL ENERGY ANALYST 2	
FEDERAL ENERGY ANALYST 3	
FEDERAL ENERGY ANALYST SUPERVISOR	
FINANCIAL INSTITUTIONS INVESTIGATOR 1	
FINANCIAL INSTITUTIONS INVESTIGATOR 2	
FLOOD INSURANCE PROGRAM COORDINATOR 1	
FLOOD INSURANCE PROGRAM COORDINATOR 2	
FOOD DISTRIBUTION PROGRAM MANAGER	
FOREIGN TRADE ZONE MANAGER	
FORMS CONTROL SPECIALIST	
FORMS MANAGEMENT ANALYST	
FRAUD DETECTION UNIT SUPERVISOROFS	
FRAUD INVESTIGATOR 1OFS	7
FRAUD INVESTIGATOR 2OFS	
FS	
See FAMILY SUPPORT	
GAME WARDEN	
See WILDLIFE ENFORCEMENT CADET	
GEOLOGIST 1	.7
GROUP BENEFITS ADJUSTER 1	1
GROUP BENEFITS ANALYST 1	7
GROUP BENEFITS ANALYST 2	7
GROUP BENEFITS ANALYST 3	7
GROUP BENEFITS SUPERVISOR	10
HABILITATION INSTRUCTOR 1	7
HABILITATION INSTRUCTOR 2	7
HABILITATION INSTRUCTOR 3	10
HEALTH INFO PROCESSOR 3	1
HEALTH INFORMATION PROCESSOR 1	
HEALTH INFORMATION PROCESSOR 2	1
HEALTH INFORMATION PROCESSOR SUPERVISOR	
HEALTH SERVICES ACCOUNTS SPECIALIST	
HEALTH SERVICES ACCOUNTS SUPERVISOR	7
HIGHWAY FOREMAN 1	
HIGHWAY FOREMAN 2	7

# HIGHWAY MAINTENANCE SUPERINTENDENT

# See PARISH HIGHWAY MAINTENANCE SUPERINTENDENT

# HIGHWAY SAFETY COMMISSION, LOUISIANA

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HOSPITAL ADMISSIONS TECHNICIAN 1	1
HOSPITAL ADMISSIONS TECHNICIAN 2	1
HOSPITAL ADMISSIONS TECHNICIAN 3	
HOUSING CLIENT SERVICES COORDINATOR	
HOUSING CLIENT SERVICES SPECIALIST	7
HOUSING FINANCE SPECIALIST 1	. 7
HOUSING FINANCE SPECIALIST 2	7
HOUSING FINANCE SPECIALIST 3	7
HOUSING MANAGER 1	1
HOUSING MANAGER 2	
HOUSING MODERNIZATION COORDINATOR 1	7
HOUSING MODERNIZATION COORDINATOR 2	7
HOUSING REAL ESTATE SPECIALIST	
HOUSING TENANT CERTIFICATION COORDINATOR	1
HUMAN RESOURCES ANALYST A	
HUMAN RESOURCES ANALYST B	
HUMAN RESOURCES ANALYST C	
HUMAN RESOURCES CONSULTANT A	
HUMAN RESOURCES CONSULTANT B	
HUMAN RESOURCES CONSULTANT C	
HUMAN RESOURCES SPECIALIST	
HUMAN RESOURCES SUPERVISOR	
IMMUNIZATION PROGRAM CONSULTANT	
IMMUNIZATION PROGRAM CONSULTANT TRAINEE	
IMMUNIZATION PROGRAM SUPERVISOR	
INFORMATION TECHNOLOGY APPLICATIONS PROGRAMMER 1	
INFORMATION TECHNOLOGY EQUIPMENT OPERATOR 1	
INFORMATION TECHNOLOGY LIAISON OFFICER 1	
INFORMATION TECHNOLOGY OFFICE SPECIALIST 1	
INFORMATION TECHNOLOGY OFFICE SPECIALIST 2	
INFORMATION TECHNOLOGY PRODUCTION CONTROL TECHNICIAN 1	
INFORMATION TECHNOLOGY STATEWIDE SYSTEMS ANALYST 1	
INFORMATION TECHNOLOGY TECHNICAL SUPPORT ANALYST 1	. 7
INFORMATION TECHNOLOGY TECHNICAL SUPPORT ANALYST 2	
INFORMATION TECHNOLOGY TELECOMMUNICATIONS ANALYST MANAGER 2	
INFORMATION TECHNOLOGY TELECOMMUNICATIONS TECHNICAL ANALYST 1	
INSURANCE COMPLIANCE EXAMINER SPECIALIST 1	
INSURANCE COMPLIANCE EXAMINER SPECIALIST 2	
INSURANCE COMPLIANCE EXAMINER SPECIALIST 3	
INSURANCE COMPLIANCE EXAMINER SPECIALIST SUPERVISOR	
INSURANCE COMPLIANCE TECHNICIAN 1	
INSURANCE COMPLIANCE TECHNICIAN 2	
INTERPRETIVE RANGER 1	
INTERPRETIVE SPECIALIST	
INTERPRETIVE SPECIALIST SUPERVISOR	10

7 77 78 77 78 78 78 78 78 78 78 78 78 78	. 7
INVESTIGATIVE SPECIALIST 2	. 7
LABOR MARKET SPECIALIST 1	
LABOR MARKET SPECIALIST 2	7
LABOR MARKET SPECIALIST 3	. 7
LABOR MARKET SPECIALIST SUPERVISOR	10
LABORATORY STOCKROOM COORDINATOR	1
LAND SPECIALIST 1	7
LAND SPECIALIST 2	
LAND SPECIALIST 3	
LAND SPECIALIST 4	
LHSC PROGRAM COORDINATOR 1	7
LHSC PROGRAM COORDINATOR 2	
LHSC PROGRAM COORDINATOR 3	
LIBRARIAN 1	.7
LIBRARY SPECIALIST 1	
LIBRARY SPECIALIST 2	
LIBRARY SPECIALIST 3	
LIBRARY SPECIALIST SUPERVISOR	1
LICENSING ANALYST 1	
LICENSING ANALYST 2	
LICENSING ANALYST SUPERVISOR	
LICENSING ASSISTANT	
LICENSING SPECIALIST 1DSS	
LOUISIANA HIGHWAY SAFETY COMMISSION	
See LHSC	
LOSS PREVENTION OFFICER	
See STATE LOSS PREVENTION OFFICER	
	7
See STATE LOSS PREVENTION OFFICER MANAGEMENT ANALYST 1 MANAGEMENT ANALYST 2	7
See STATE LOSS PREVENTION OFFICER MANAGEMENT ANALYST 1 MANAGEMENT ANALYST 2 MARKETING REPRESENTATIVE 1	7 . 7
See STATE LOSS PREVENTION OFFICER MANAGEMENT ANALYST 1 MANAGEMENT ANALYST 2	7 . 7
See STATE LOSS PREVENTION OFFICER MANAGEMENT ANALYST 1 MANAGEMENT ANALYST 2 MARKETING REPRESENTATIVE 1	7 .7 7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1	7 . 7 . 7 . 10 . 7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL	7 .7 .7 .10 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1	7 .7 .7 .10 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3	7 .7 .7 .10 .7 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2	7 .7 .7 .10 .7 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3	7 .7 .7 .10 .7 .7 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1-INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MARKETING SUPERVISOR  MEDICAID ANALYST 1	7 .7 .7 .10 .7 .7 .7 .7 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MEDICAID ANALYST 1  MEDICAID ANALYST 2	7 .7 .7 .7 .7 .7 .7 .7 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MEDICAID ANALYST 1  MEDICAID ANALYST 2  MEDICAID ANALYST 3	7 .7 7 .10 7 .7 .7 .7 .7 .7 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1-INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MEDICAID ANALYST 1  MEDICAID ANALYST 3  MEDICAID ANALYST SUPERVISOR	7 .7 .7 .7 .7 .7 .7 .7 .7 .7 .7 .7
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1-INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MEDICAID ANALYST 1  MEDICAID ANALYST 2  MEDICAID ANALYST 3  MEDICAID ANALYST SUPERVISOR  MEDICAID PROGRAM MANAGER 1A	7 .7 .7 .10 .7 .7 .7 .7 .7 .7 .10 .7 .7 .10
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MEDICAID ANALYST 1  MEDICAID ANALYST 2  MEDICAID ANALYST 3  MEDICAID ANALYST SUPERVISOR  MEDICAID PROGRAM MANAGER 1A  MEDICAID PROGRAM MANAGER 1A	7 .7 .7 .10 .7 .7 .7 .7 .10 .7 .7 .10 .12 .12
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MEDICAID ANALYST 1  MEDICAID ANALYST 2  MEDICAID ANALYST 3  MEDICAID PROGRAM MANAGER 1A  MEDICAID PROGRAM MANAGER 1B  MEDICAID PROGRAM MANAGER 2	7 7 10 7 .7 .7 7 7 .10 7 7 7 .10 12 12
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MEDICAID ANALYST 1  MEDICAID ANALYST 3  MEDICAID ANALYST 3  MEDICAID ANALYST SUPERVISOR  MEDICAID PROGRAM MANAGER 1A  MEDICAID PROGRAM MANAGER 1B  MEDICAID PROGRAM MANAGER 2  MEDICAID PROGRAM MONITOR	7 7 7 10 7 7 7 7 7 7 10 12 12 12
See STATE LOSS PREVENTION OFFICER  MANAGEMENT ANALYST 1  MANAGEMENT ANALYST 2  MARKETING REPRESENTATIVE 1  MARKETING REPRESENTATIVE 2  MARKETING REPRESENTATIVE SUPERVISOR  MARKETING SPECIALIST 1  MARKETING SPECIALIST 1INTERNATIONAL  MARKETING SPECIALIST 2  MARKETING SPECIALIST 3  MARKETING SPECIALIST 4  MARKETING SPECIALIST 4  MARKETING SUPERVISOR  MEDICAID ANALYST 1  MEDICAID ANALYST 2  MEDICAID ANALYST 3  MEDICAID PROGRAM MANAGER 1A  MEDICAID PROGRAM MANAGER 1B  MEDICAID PROGRAM MANAGER 2	7 .7 .7 .7 .7 .7 .7 .10 .7 .7 .10 .12 .12 .7 .7

MEDICAID PROGRAM SUPERVISOR	
MINERAL PRODUCTION ANALYST 1	
MINERAL PRODUCTION ANALYST 2	
MINERAL PRODUCTION SPECIALIST	
MOTOR VEHICLE COMPLIANCE ANALSYT 1	1
MOTOR VEHICLE COMPLIANCE ANALYST 2	
MOTOR VEHICLE COMPLIANCE ANALYST 3	
MOTOR VEHICLE COMPLIANCE ANALYST 4	1
OCDD ACTIVE TREATMENT SPECIALIST 1	
OCDD ACTIVE TREATMENT SPECIALIST 2	
OCDD COMMUNITY SERVICES ASSISTANT REGIONAL ADMINISTRATOR	
OCDD COMMUNITY SERVICES SPECIALIST1	
OCDD COMMUNITY SERVICES SPECIALIST2	
OCDD COMMUNITY SERVICES SPECIALISTSUPERVISOR	10
OFFICE FOR CITIZENS WITH DEVELOPMENTAL DISABILITIES	
See OCDD	
OFFICE FOR REGULATORY SERVICES	
See ORS	
ORS ASSISTANT 1	
ORS ASSISTANT 2	
ORS SPECIALIST 1	
ORS SPECIALIST 2.	
ORS SPECIALIST 3	
ORS SPECIALIST 4.	
OSHA CONSULTATION SAFETY AND HEALTH SUPERVISOR	
OSHA SAFETY CONSULTANT TRAINEE	
PARISH HIGHWAY MAINTENANCE SUPERINTENDENT	
PARK MANAGER 1	
PARK RANGER 1	
PARK RANGER 2	
PERMITS COORDINATOR	10
POLICE See also STATE DOLICE	
See also STATE POLICE POLICE INVESTIGATOR	0
POLICE LIEUTENANT	
POLICE LIEUTENANT A	
POLICE OFFICER 1	
POLICE OFFICER 1 A	-
POLICE OFFICER 2	
POLICE OFFICER 2 A	
POLICE OFFICER 3	
POLICE OFFICER 3 A	
POLICE RADIO DISPATCHER	
POLICE SERGEANT	
POLICE SERGEANTA	
POLICY PLANNER 1	
PORT REAL ESTATE COORDINATOR	
PRINTING CONSULTANT 1	
PRISON ENTERPRISES QUALITY ASSURANCE COORDINATOR	

PROBATION AND PAROLE OFFICER 1ADULT	7
PROBATION AND PAROLE OFFICER 1JUVENILE	
PROBATION AND PAROLE OFFICER 2ADULT	
PROBATION AND PAROLE OFFICER 2JUVENILE	
PROBATION AND PAROLE OFFICER 3JUVENILE	
PROBATION AND PAROLE SUPERVISORADULT	
PROBATION AND PAROLE SUPERVISORJUVENILE	
PROCUREMENT SPECIALIST 1	
PROCUREMENT SPECIALIST 2	
PROCUREMENT SPECIALIST 3	7
PROCUREMENT SPECIALIST 4 EXEMPT	
PROGRAM COMPLIANCE ANALYST 1	
PROGRAM COMPLIANCE ANALYST 2	
PROGRAM COMPLIANCE OFFICER 1	
PROGRAM COMPLIANCE OFFICER 2	
PROGRAM COMPLIANCE OFFICER 3	
PROGRAM COMPLIANCE OFFICER MANAGER	
PROGRAM COMPLIANCE OFFICER SUPERVISOR	
PROGRAM COORDINATORSOCIAL SERVICES	
PROGRAM MANAGER 1ADHH	
PROGRAM MANAGER 1BDHH	
PROGRAM MANAGER 1SOCIAL SERVICES	
PROGRAM MANAGER 2DHH	
PROGRAM MANAGER 2SOCIAL SERVICES	12
PROGRAM MONITOR SUPERVISORDHH	
PROGRAM MONITORDHH	
PROGRAM SPECIALISTSOCIAL SERVICES	
PROPERTY CONTROL COORDINATOR 1	
PROPERTY CONTROL SPECIALIST 3	
PSC ENFORCEMENT AGENT 1	
PSC ENFORCEMENT AGENT 2	
PSC ENFORCEMENT AGENT 3	
PSC SPECIALIST 1	
PSC SPECIALIST 2	. 7
PSC SPECIALIST 3	
PSC SPECIALIST SUPERVISOR	10
PUBLIC INFORMATION OFFICER 1	7
PUBLIC INFORMATION OFFICER 2	
PUBLIC LANDS ANALYST 1	7
PUBLIC LANDS ANALYST 2	7
PUBLIC LANDS ANALYST 3	7
PUBLIC LANDS ANALYST SUPERVISOR	10
PUBLIC LANDS FIELD OFFICER 1	7
PUBLIC SERVICE COMMISSION	
See PSC	
PURCHASING TECHNICIAN 1	1
PURCHASING TECHNICIAN 2	1
RANDOLPH SHEPPARD MANAGEMENT ANALYST	
RANDOLPH SHEPPARD MANAGEMENT ANALYST TRAINEE	7

RANDOLPH SHEPPARD PROGRAM MANAGER	10
REAL ESTATE/APPRAISAL HEARINGS EXAMINER	7
RECOVERY ANALYST 1OFS	7
RECOVERY ANALYST 2OFS	7
RECOVERY SPECIALIST	
See DHHR RECOVERY SPECIALIST	
RECOVERY UNIT SUPERVISOROFS	. 10
REHABILITATION COUNSELOR	7
REHABILITATION COUNSELOR ASSOCIATE	1
REHABILITATION COUNSELORENTRY	7
REHABILITATION DISTRICT SUPERVISOR	10
REHABILITATION EVALUATOR	
REHABILITATION EVALUATORENTRY	
REHABILITATION INSTRUCTOR 1	
REHABILITATION INSTRUCTOR 2	
REHABILITATION INSTRUCTOR SUPERVISOR	10
REHABILITATIVE AND THERAPEUTIC SERVICES COORDINATOR 1	
REHABILITATIVE AND THERAPEUTIC SERVICES COORDINATOR 2	7
RETIREMENT BENEFITS ANALYST 1	7
RETIREMENT BENEFITS ANALYST 2	
RETIREMENT BENEFITS ANALYST 3	7
RETIREMENT BENEFITS CONSULTANT	10
RETIREMENT BENEFITS SUPERVISOR	
REVENUE TAX ANALYST 1	
REVENUE TAX ANALYST 2	1
REVENUE TAX ANALYST 3	
REVENUE TAX OFFICER 1	
REVENUE TAX OFFICER 2	
REVENUE TAX SPECIALIST 1	
REVENUE TAX SPECIALIST 2	
REVENUE TAX SPECIALIST 3	
RIGHT OF WAY AGENT 1	7
RIGHT OF WAY AGENT 2	,
RIGHT OF WAY APPRAISER 1	
RIGHT OF WAY APPRAISER 2	7
RISK	
See STATE RISK	
ROADSIDE DEVELOPMENT DISTRICT COORDINATOR TRAINEE	
SAFETY PROGRAM COORDINATOR TRAINEE	
SOCIAL SECURITY PROGRAM ANALYST	
SOCIAL SERVICE COUNSELOR 1	
SOCIAL SERVICE COUNSELOR 2	
SOCIAL SERVICE COUNSELOR 3	
SOCIAL SERVICE COUNSELOR 4-A	
SOCIAL SERVICE COUNSELOR 4-B	
SOCIAL SERVICE COUNSELOR 5-B	
SOCIAL SERVICES ADMISSIONS COUNSELOR 1	
SOCIAL SERVICES ADMISSIONS COUNSELOR 2	7
SOCIAL SERVICES ANALYST 1	7

SOCIAL SERVICES ANALYST 2	7
SOCIAL SERVICES ANALYST 3	
SOCIAL SERVICES ANALYST SUPERVISOR	10
SOCIAL SERVICES COUNSELOR ASSISTANTOPRADA	1
SOCIAL SERVICES SUPERVISOR	10
STATE CAPITAL OUTLAY ANALYST 1	7
STATE CAPITAL OUTLAY ANALYST 2	7
STATE LOSS PREVENTION OFFICER 1	7
STATE LOSS PREVENTION OFFICER 2	7
STATE POLICE	
See also POLICE	
STATE POLICE INVESTIGATOR 1	8
STATE POLICE INVESTIGATOR 2	
STATE REGISTER EDITOR	
STATE RISK ADJUSTER 1	
STATE RISK ADJUSTER 2	
STATE RISK ADJUSTER 3	
STATE RISK UNDERWRITER 1	
STATE RISK UNDERWRITER 2	
STATE RISK UNDERWRITER 3	
STATISTICAL TECHNICIAN 1	
STATISTICAL TECHNICIAN 2	
STATISTICIAN 1	
STORE MANAGER	
STORE OPERATOR	
STUDENT FINANCIAL AID ASSISTANT ADMINISTRATOR	
STUDENT FINANCIAL AID SPECIALIST 1	
STUDENT FINANCIAL AID SPECIALIST 2	
STUDENT FINANCIAL AID SPECIALIST 3 STUDENT FINANCIAL AID SUPERVISOR	
TAX COMMISSION SPECIALIST 1	
TAX COMMISSION SPECIALIST 1  TAX COMMISSION SPECIALIST 2	
TAX COMMISSION SPECIALIST 2	7
TAX COMMISSION SPECIALISTS  TAX COMMISSION SUPERVISOR	•
TELECOMMUNICATIONS CONSULTANT 1	
TELECOMMUNICATIONS CONSULTANT 1 TELECOMMUNICATIONS SERVICE REPRESENTATIVE 1	
TELECOMMUNICATIONS SERVICE REPRESENTATIVE 1	
TELECOMMUNICATIONS SERVICE REPRESENTATIVE 2	
TOURISM INFORMATION ASSISTANT REGIONAL COORDINATOR	
TOURISM INFORMATION COUNSELOR 2	
TOURISM INFORMATION COUNSELOR 3	
TOURISM SUPERVISOR	
TOURISM TRAVEL INFORMATION SPECIALIST	
TRAINING AND DEVELOPMENT COORDINATOR	
TRAINING AND DEVELOPMENT SPECIALIST 1	
TRAINING AND DEVELOPMENT SPECIALIST 2	
TRAINING AND DEVELOPMENT SPECIALIST 3	
TRANSPORTATION PERMITS SPECIALIST 1	
TRANSPORTATION PERMITS SPECIALIST 2	

TRANSPORTATION PERMITS SPECIALIST 3	1
TUMOR REGISTRY TECHNICIAN 1	1
TUMOR REGISTRY TECHNICIAN 2	1
TUMOR REGISTRY TECHNICIAN 3	1
UNDERWRITER	
See STATE RISK UNDERWRITER	
VEHICLE FLEET SUPERVISOR	1
VETERANS ASSISTANCE COUNSELOR 1	7
VETERANS ASSISTANCE COUNSELOR 2	
VOLUNTEER COORDINATOR 1	1
VOLUNTEER COORDINATOR 2	1
WAREHOUSE SUPERVISOR	
WILDLIFE & FISHERIES TECHNICIAN 1	4
WILDLIFE & FISHERIES TECHNICIAN 2	
WILDLIFE AND FISHERIES LICENSING ANALYST 1	1
WILDLIFE AND FISHERIES LICENSING ANALYST 2	1
WILDLIFE AND FISHERIES LICENSING ANALYST 3	
WILDLIFE AND FISHERIES LICENSING SPECIALIST 1	7
WILDLIFE AND FISHERIES LICENSING SPECIALIST 2	7
WILDLIFE ENFORCEMENT AGENT	
WILDLIFE ENFORCEMENT CADET	8
WILDLIFE ENFORCEMENT LIEUTENANT	9
WILDLIFE ENFORCEMENT SENIOR AGENT	
WORKERS' COMPENSATION COMPLIANCE ANALYST 1	
WORKERS' COMPENSATION COMPLIANCE ANALYST 2	
WORKERS' COMPENSATION COMPLIANCE SUPERVISOR	
WORKERS' COMPENSATION DISPUTE RESOLUTION SPECIALIST 1	
WORKERS' COMPENSATION DISPUTE RESOLUTION SPECIALIST 2	
WORKERS' COMPENSATION MEDICAL SERVICES ANALYST	
WORKERS' COMPENSATION MEDICAL SERVICES SUPERVISOR	
WORKERS' COMPENSATION SAFETY SPECIALIST	
WORKERS' COMPENSATION SAFETY SUPERVISOR	10
WORKFORCE DEVELOPMENT ASSISTANT 1	-
WORKFORCE DEVELOPMENT ASSISTANT 2	
WORKFORCE DEVELOPMENT OFFICER 1	7
WORKFORCE DEVELOPMENT OFFICER 2	
WORKFORCE DEVELOPMENT OFFICER 3	
WORKFORCE DEVELOPMENT SUPERVISOR 1	
WORKFORCE DEVELOPMENT SUPERVISOR 2	10