

DATA INTERPRETATION - LEVEL 1
STUDY GUIDE
& SAMPLE TEST QUESTIONS

VERSION 2



COUNTY OF
LOS ANGELES



Los Angeles
County

Human Resources
YOUR CAREER STARTS HERE.



WELCOME

Thank you for your interest in employment with the County of Los Angeles. This booklet is designed to familiarize and assist you with preparing for tests containing multiple-choice data interpretation items. The sample questions provided in this study guide are intended to give you an idea of the kinds of data interpretation items you may encounter in County tests. However, it is important to note that actual test questions will vary in format, content, and level of difficulty, depending on the job class being tested.

ABOUT THE COUNTY'S EXAMINATIONS

As an Equal Opportunity Employer, the County of Los Angeles takes steps to ensure that our exam content is job-related. We conduct studies to determine the knowledge, skills, abilities, and personal characteristics that are essential to satisfactorily perform the duties of the job. These studies assist us in developing the content of our examinations. Pre-employment testing provides us with an objective and cost-effective means to assess the qualifications of our applicants.

HOW SHOULD I PREPARE FOR THE WRITTEN TEST?

To prepare for the written test, you should study the concepts assessed in each section. It is likely that there will be several sections to the test in addition to data interpretation; thus, it is to your benefit to carefully read the job bulletin to determine the knowledge, skill, and ability areas the written test will cover. In addition, it is important that you read the entire written test notice for the location and time of the test as well as for parking instructions and other important information. Pay special attention to whether testing aids/materials such as hand-held calculators are allowed in the written test. If the test notice indicates that testing aids/materials are allowed, then you are strongly advised to bring these with you, as they will not be provided. On test day, it is recommended that you arrive 15 minutes prior to the test's starting time, wear comfortable clothes, bring an accurate watch, and make sure you are well-rested. Also, remember to bring your test notice and a picture I.D. such as a driver license, or you may not be admitted into the test!

NOTE: Applicants who require special testing arrangements such as readers or interpreters must provide seven (7) days advance notice of their disability and requested accommodation. Check the front side of the job bulletin for telephone numbers to call to make disability accommodation requests. The County will attempt to meet reasonable accommodation requests whenever possible.

TEST-TAKING TIPS

Most County tests have a set time limit, so it is important that you work quickly, but not so fast as to become careless. Always read all the possible choices before marking your answer. If you don't know the answer to a problem, it is usually best to skip it and move on to the others. Note that on most County tests, your score is based on the number of correct responses. If you are not sure of the answer to a problem, eliminate the answers you believe are wrong, and mark the choice that is your best response. Above all, budget your time, pace yourself, and avoid getting bogged down on any single question.

SAMPLE DATA INTERPRETATION QUESTIONS

Data interpretation Level I items test your ability to understand and interpret data provided in tabular formats; however, questions will vary from one test to another. The following are examples of the types of data interpretation Level I questions most common to County examinations. Answers and explanations for the questions are provided on page 7 of this study guide. NOTE: actual test questions will vary in format, content, and level of difficulty.

Identifying the Correct Code

INSTRUCTIONS: To answer questions 1-5, determine the correct code using the table provided. Orders are coded as follows: **ORDER – COST – SHIPPING METHOD.**

ORDER	CODE	COST	CODE	SHIPPING METHOD	CODE
Syringe	234	Less than \$100	E	UPS	1
Bandage	394	\$100-\$250	F	Emery Worldwide	2
Aspirin	482	\$251-\$350	G	DHL	3
Thermometer	593	\$351-\$450	H	Federal Express	4
Sheet	649	\$451-\$550	I	Airborne Express	5
Oxygen Tank	732	\$551-\$650	J	Standard Mail	6
Scalpel	811	Greater than \$651	K	Customer Walk-In	7

1. What would be the code for an order of syringes that cost \$151.22 and was shipped via Federal Express?
 - A. 234-F-4
 - B. 234-H-5
 - C. 394-N-6
 - D. 394-O-4

2. The code 811-H-5 is **CORRECT** for an order of
 - A. sheets costing \$366.00 and shipped via DHL.
 - B. scalpels costing \$452.00 and shipped via DHL.
 - C. sheets costing \$499.00 and shipped via Federal Express.
 - D. scalpels costing \$435.00 and shipped via Airborne Express.

ORDER	CODE	COST	CODE	SHIPPING METHOD	CODE
Syringe	234	Less than \$100	E	UPS	1
Bandage	394	\$100-\$250	F	Emery Worldwide	2
Aspirin	482	\$251-\$350	G	DHL	3
Thermometer	593	\$351-\$450	H	Federal Express	4
Sheet	649	\$451-\$550	I	Airborne Express	5
Oxygen Tank	732	\$551-\$650	J	Standard Mail	6
Scalpel	811	Greater than \$651	K	Customer Walk-In	7

3. An order came in for aspirin costing \$78.99. The customer wants to pick up the order. What would the code be for this order?
- A. 482-E-6
 - B. 482-E-7
 - C. 593-E-7
 - D. 593-F-6
4. The code 649-J-1 is **CORRECT** for an order of
- A. sheets costing \$598.77 and shipped via UPS.
 - B. sheets costing \$549.33 and shipped via UPS.
 - C. syringes costing \$675.99 and shipped via DHL.
 - D. syringes costing \$432.88 and shipped via DHL.
5. An employee made an error when applying a code of 732-H-6 for an order of bandages that cost \$432.00 and was shipped via Emery Worldwide. Of the following, the **CORRECT** code is
- A. 394-H-2.
 - B. 394-H-7.
 - C. 482-J-6.
 - D. 732-J-2.

INSTRUCTIONS: Answer questions 6-10 using the table provided, which displays timecard codes for employee, hours worked, program, department, and hourly rate, used for charging program services provided by employees to departments. Codes are recorded as: **EMPLOYEE—HOURS WORKED—PROGRAM—DEPT—HOURLY RATE**.

EMPLOYEE	CODE	HOURS WORKED	CODE	PROGRAM	CODE	DEPT.	CODE	HOURLY RATE	CODE
Kim	33882	9	A	Program 1	304	H	2D	\$0-\$6.99	JJ
Rodriguez	55448	8	B	Program 2	465	I	4F	\$7.00-\$15.99	KK
Smith	66228	7	C	Program 3	598	J	5G	\$16.00-\$22.99	LL
Jones	67994	6	D	Program 4	678	K	6S	\$23.00-\$30.99	MM
Jackson	33294	5	E	Program 5	723	L	7C	\$31.00-\$38.99	NN
Williams	88556	4	F	Program 6	811	M	8B	\$39.00-\$46.99	OO
Gonzalez	22449	3	G	Program 7	953	N	9D	\$47.00-\$54.99	PP

6. If Jones worked six hours for Program 5 and charged Department L an hourly rate of \$24.99, the code would be
- A. 22449-B-304-2D-KK.
 - B. 22449-C-598-5G-NN.
 - C. 67994-D-678-7C-PP.
 - D. 67994-D-723-7C-MM.
7. Interpret the code 88556-E-953-8B-LL.
- A. Williams worked 5 hours for Program 7 and charged Department M \$18.75 an hour.
 - B. Jackson worked 5 hours for Program 7 and charged Department M \$18.00 per hour.
 - C. Williams worked 4 hours for Program 5 and charged Department N \$38.90 per hour.
 - D. Jackson worked 4 hours for Program 6 at Department N and charged \$48.00 an hour.

EMPLOYEE	CODE	HOURS WORKED	CODE	PROGRAM	CODE	DEPT.	CODE	HOURLY RATE	CODE
Kim	33882	9	A	Program 1	304	H	2D	\$0-\$6.99	JJ
Rodriguez	55448	8	B	Program 2	465	I	4F	\$7.00-\$15.99	KK
Smith	66228	7	C	Program 3	598	J	5G	\$16.00-\$22.99	LL
Jones	67994	6	D	Program 4	678	K	6S	\$23.00-\$30.99	MM
Jackson	33294	5	E	Program 5	723	L	7C	\$31.00-\$38.99	NN
Williams	88556	4	F	Program 6	811	M	8B	\$39.00-\$46.99	OO
Gonzalez	22449	3	G	Program 7	953	N	9D	\$47.00-\$54.99	PP

8. Employee number 33882 worked 6 hours for Program 2 and charged Department H an hourly rate of \$52.99. The **CORRECT** employee and hourly rate code is
- A. Kim; PP.
 - B. Jackson; PP.
 - C. Jackson; OO.
 - D. Gonzalez; PP.
9. Department I was charged \$32.99 an hour because Jackson worked 8 hours for Program 5. The timecard entry code was 33294-B-723-4F-NN. If Jackson works 3 hours for the same program tomorrow and charges Department M \$40.00 per hour, what would be the code?
- A. 33294-E-723-7C-OO
 - B. 33294-G-723-8B-JJ
 - C. 33294-F-723-4F-OO
 - D. 33294-G-723-8B-OO
10. Department J requested services from Gonzalez for Program 3. If Gonzalez worked 8 hours at \$53.00 per hour, the code would be
- A. 22449-B-678-2D-NN.
 - B. 22449-B-598-5G-PP.
 - C. 22449-E-678-7C-OO.
 - D. 33882-C-811-6S-OO.

Answers and Explanations to Data Interpretation Sample Questions

1. The correct answer is **A**. The code is 234-F-4, indicating an order of syringes (234) costing \$151.22 (F) and shipped via Federal Express (4).
2. The correct answer is **D**. The code is correct for an order of scalpels (811) costing \$435.00 (H) and shipped via Airborne Express (5).
3. The correct answer is **B**. The code for this order would be 482 (Aspirin) –E (\$78.99) –7 (Customer Walk-In).
4. The correct answer is **A**. The code 649-J-1 is correct for an order of sheets (649) costing \$598.77 (J) and shipped via UPS (1).
5. The correct answer is **A**. The code for this order is 394 (Bandages) –H (\$432.00) –2 (shipped via Emery Worldwide).
6. The correct answer is **D**. The code for this entry is 67994 (Jones) –D (6 hours) –723 (Program 5) –7C (Department L) –MM (\$24.99).
7. The correct answer is **A**. The code would be interpreted as Williams (88556) worked 5 hours (E) for Program 7 (953) and charged Department M (8B) \$18.75 per hour (LL).
8. The correct answer is **A**. The employee is Kim (33882) and the correct hourly rate code is PP (\$52.99).
9. The correct answer is **D**. The new code would be 33294 (Jackson) –G (3 hours) –723 (Program 5) –8B (Department M) –OO (\$40.00 an hour).
10. The correct answer is **B**. The code for this entry would be 22449 (Gonzalez) –B (8 hours) –598 (Program 3) –5G (Department J) –PP (\$53.00 an hour).