

DATA INTERPRETATION - LEVEL 1
STUDY GUIDE
& SAMPLE TEST QUESTIONS

VERSION 1



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
Developer	243	Less than \$100	M	Customer Pick-Up	1
Drum Cartridge	323	\$100-\$250	N	Standard Mail	2
Staple Cartridge	523	\$251-\$350	O	UPS	3
Print Cartridge	545	\$351-\$450	P	Federal Express	4
Paper Tray	687	\$451-\$550	Q	DHL	5
Fuse Lubricant	949	\$551-\$650	R	Airborne Express	6
Toner Cartridge	958	Greater than \$651	S	Emery Worldwide	7

1. What would the code be for an order of toner cartridges that cost \$351.50 and shipped via Airborne Express?
 - A. 545-Q-4
 - B. 958-P-6
 - C. 958-P-3
 - D. 949-O-6

2. Which of the following is the **CORRECT** interpretation for code 523-Q-4?
 - A. An order for drum cartridges costing \$499.00 was picked up by the customer.
 - B. An order for staple cartridges costing \$334.87 was shipped via DHL.
 - C. An order for developer costing \$650.00 was shipped via Federal Express.
 - D. An order for staple cartridges costing \$525.12 was shipped via Federal Express.

ORDER	CODE	COST	CODE	SHIPPING METHOD	CODE
Developer	243	Less than \$100	M	Customer Pick-Up	1
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3. An order came in for developer costing \$266.23. The customer wants to pick up the order. What would the code be for this order?
- A. 243-O-1
 - B. 243-Q-3
 - C. 545-R-5
 - D. 949-S-1
4. Which of the following is the **CORRECT** interpretation for code 949-R-5?
- A. Fuse lubricant - \$737.71 - DHL
 - B. Toner cartridges - \$585.19 - UPS
 - C. Fuse lubricant - \$637.71 - DHL
 - D. Developer - \$651.07 - DHL
5. An employee made a mistake when using a code of 523-M-2 for an order of drum cartridges that cost \$234.00 and was shipped via standard mail. Which of the following is the correct code?
- A. 323-R-5
 - B. 687-M-1
 - C. 523-P-4
 - D. 323-N-2

INSTRUCTIONS: To answer questions 6-10, determine the correct coding scheme from the information given in the table below. Employees provide a variety of program services to departments. The departments are then charged by the hour based on the number of hours worked. The order of the billing code is always as follows: **EMPLOYEE – HOURS WORKED – PROGRAM – DEPT – HOURLY RATE.**

EMPLOYEE	CODE	HOURS WORKED	CODE	PROGRAM	CODE	DEPT.	CODE	HOURLY RATE	CODE
Smith	22158	2	M	Program 1	207	F	3C	\$0 - 7 ⁹⁹	QQ
Thomas	22601	3	N	Program 2	702	G	5K	\$8 ⁰⁰ - 15 ⁹⁹	RR
Garcia	61745	4	P	Program 3	524	H	8J	\$16 ⁰⁰ - 23 ⁹⁹	SS
Williams	61748	5	Q	Program 4	452	J	4F	\$24 ⁰⁰ - 31 ⁹⁹	TT
Peters	83917	6	R	Program 5	567	K	7P	\$32 ⁰⁰ - 39 ⁹⁹	UU
Cheung	10589	7	S	Program 6	822	L	2L	\$40 ⁰⁰ - 47 ⁹⁹	XX
Johnson	19588	8	T	Program 7	937	N	9J	\$48 ⁰⁰ - 55 ⁹⁹	ZZ

6. If Smith worked four hours for Program 3 and charged Department F an hourly rate of \$33.42, what would be the code?
- A. 22158-P-452-5K-TT
 - B. 22601-P-567-3C-UU
 - C. 22158-P-524-3C-UU
 - D. 83917-P-702-2L-UU
7. Interpret the following code: 61745-R-937-7P-RR.
- A. Garcia worked 6 hours for Program 7 at Department K and charged \$14.00 an hour.
 - B. Williams worked 4 hours for Program 5 at Department J and charged an hourly rate of \$17.14.
 - C. Williams worked 7 hours for Program 7 at Department K at a rate of \$14.00 per hour.
 - D. Garcia worked 6 hours for Program 7 at Department K and charged an hourly rate of \$24.05.
8. Employee code 22601 worked 3 hours for Program 4 and charged Department N an hourly rate of \$21.27. Name the employee and the correct hourly rate code.
- A. Smith, TT
 - B. Johnson, SS
 - C. Thomas, SS
 - D. Thomas, ZZ

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Thomas	22601	3	N	Program 2	702	G	5K	\$8 ⁰⁰ - 15 ⁹⁹	RR
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Cheung	10589	7	S	Program 6	822	L	2L	\$40 ⁰⁰ - 47 ⁹⁹	XX
Johnson	19588	8	T	Program 7	937	N	9J	\$48 ⁰⁰ - 55 ⁹⁹	ZZ

9. Department J was charged \$48.50 an hour because Cheung worked 8 hours for Program 1. The code was entered as 10589-T-207-4F-ZZ. If Cheung works 3 hours for the same program tomorrow and charges Department F \$9.00 per hour, what would be the new code?
- A. 10589-M-207-2L-TT
 B. 10589-N-207-4F-TT
 C. 10589-M-207-3C-RR
 D. 10589-N-207-3C-RR
10. Department G requested services from Peters for Program 6. What would the code be if Peters worked 7 hours at an hourly rate of \$51.00?
- A. 83917-S-822-5K-ZZ
 B. 19588-N-702-5K-ZZ
 C. 10589-M-207-8J-XX
 D. 83917-P-822-5K-ZZ

Answers and Explanations to Data Interpretation Sample Questions

1. The correct answer is B. The code is 958-P-6, signifying that an order of toner cartridges (958) that cost \$351.50 (P) was shipped via Airborne Express (6).
2. The correct answer is D. The code is 523-Q-4, signifying that an order for staple cartridges (523) that cost \$525.12 (Q) was shipped via Federal Express (4).
3. The correct answer is A. The code for this order is 243 (Developer) –O (\$266.23) –1 (Customer Pick-Up).
4. The correct answer is C. The code is 949-R-5, signifying that an order for Fuse Lubricant (949) costing \$637.71 (R) was shipped via DHL (5).
5. The correct answer is D. The code for this order is 323 (Drum Cartridges) –N (\$234.00) –2 (Standard Mail).
6. The correct answer is C. The code for this entry is 22158 (Smith) –P (4 hours) –524 (Program 3) –3C (Department F) –UU (\$33.42).
7. The correct answer is A. The code should be interpreted as Employee Garcia (61745) working for six hours (R) for Program 7 (937) in Department K (7P) at a rate of \$14.00 per hour (RR).
8. The correct answer is C. The employee is Thomas (22601) and the correct hourly rate code is SS (\$21.27).
9. The correct answer is D. The new code is 10589 (Cheung) –N (3 hours) –207 (Program 1) –3C (Department F) –RR (\$9.00).
10. The correct answer is A. The code for this entry is 83917 (Peters) –S (7 hours) –822 (Program 6) –5K (Department G) –ZZ (\$51.00).