

DATA INTERPRETATION - LEVEL 1
STUDY GUIDE
& SAMPLE TEST QUESTIONS

VERSION 3



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
Nails	789	Less than \$100	RR	UPS	20
Screws	654	\$100-\$250	SS	Emery Worldwide	30
Paint	123	\$251-\$350	TT	DHL	40
Saw	912	\$351-\$450	UU	Federal Express	50
Wood	829	\$451-\$550	VV	Airborne Express	60
Telephone	296	\$551-\$650	WW	Standard Mail	70
Clock	328	Greater than \$651	XX	Customer Walk-In	80

1. What would be the code for an order of saws that cost \$422.75 and was picked up by the customer?
 - A. 296-WW-70
 - B. 829-UU-70
 - C. 912-UU-70
 - D. 912-UU-80

2. The code 328-SS-20 is **CORRECT** for an order of
 - A. clocks costing \$125.99 and shipped via UPS.
 - B. clocks costing \$429.00 and shipped via UPS.
 - C. wood costing \$322.00 and shipped via Airborne Express.
 - D. telephones costing \$253.22 and shipped via Standard mail.

ORDER	CODE	COST	CODE	SHIPPING METHOD	CODE
Nails	789	Less than \$100	RR	UPS	20
Screws	654	\$100-\$250	SS	Emery Worldwide	30
Paint	123	\$251-\$350	TT	DHL	40
Saw	912	\$351-\$450	UU	Federal Express	50
Wood	829	\$451-\$550	VV	Airborne Express	60
Telephone	296	\$551-\$650	WW	Standard Mail	70
Clock	328	Greater than \$651	XX	Customer Walk-In	80

3. An order of saws arrived that cost \$324.00. If the order is shipped via Federal Express, it would be coded
- A. 296-RR-90.
 - B. 296-WW-80.
 - C. 912-TT-50.
 - D. 912-VV-20.
4. An order of paint costing \$451.00 shipped via Emery Worldwide was coded 789-RR-60 in error. Of the following, which is the **CORRECT** code for this order?
- A. 123-TT-50
 - B. 123-VV-30
 - C. 328-XX-30
 - D. 829-SS-20
5. An order of nails costing \$232.00 was sold to a walk-in customer. What is the **CORRECT** code for this transaction?
- A. 789-VV-70
 - B. 789-WW-80
 - C. 328-SS-80
 - D. 789-SS-80

INSTRUCTIONS: To answer questions 6-10, determine the correct training code based on the information provided in the table. Training instruction provided to employees is coded as: **INSTRUCTOR—TRAINING—TRAINING SITE—DATE.**

INSTRUCTOR	CODE	TRAINING	CODE	TRAINING SITE	CODE	DATE	CODE
Johnson	888	Budgeting	U	Arboretum	454	May 1	AAA
O'Neill	999	Contracts	X	Public Works	423	May 2	BBB
Bruno	444	Supervision	J	DCFS	521	May 5	CCC
Dolan	555	Keyboarding	E	Main Library	912	May 8	DDD
Beuller	222	Job Analysis	B	Burton Chase Park	121	May 12	EEE
Cho	111	First Aid	Y	Administration	312	May 16	FFF
Melendez	777	Business Writing	G	Harbor-UCLA	632	May 17	GGG

6. The code 444-U-454-GGG is **CORRECT** for
- A. contracts training taught by Bruno at Public Works on May 17th.
 - B. budgeting training taught by O'Neill at Public Works on May 16th.
 - C. budgeting training taught by Bruno at the Arboretum on May 17th.
 - D. business writing training taught by Dolan at Harbor-UCLA on May 17th.
7. Johnson wants to conduct contracts training at Administration. If the Personnel Department schedules the training for May 2nd, the code would be
- A. 777-Y-312-FFF.
 - B. 777-G-632-FFF.
 - C. 888-B-121-BBB.
 - D. 888-X-312-BBB.
8. Cho received his training schedule and saw the code 111-Y-121-EEE. He notified his supervisor that the training needed to be moved to the Arboretum. The training was subsequently recoded
- A. 111-Y-423-BBB.
 - B. 111-U-454-EEE.
 - C. 111-Y-454-EEE.
 - D. 222-U-454-EEE.

INSTRUCTOR	CODE	TRAINING	CODE	TRAINING SITE	CODE	DATE	CODE
Johnson	888	Budgeting	U	Arboretum	454	May 1	AAA
O'Neill	999	Contracts	X	Public Works	423	May 2	BBB
Bruno	444	Supervision	J	DCFS	521	May 5	CCC
Dolan	555	Keyboarding	E	Main Library	912	May 8	DDD
Beuller	222	Job Analysis	B	Burton Chase Park	121	May 12	EEE
Cho	111	First Aid	Y	Administration	312	May 16	FFF
Melendez	777	Business Writing	G	Harbor-UCLA	632	May 17	GGG

9. Beuller was scheduled to conduct business writing training at the Main Library on May 8th, but Melendez had to substitute at the last minute. The revised code for the training is
- A. 111-Y-912-FFF.
 - B. 777-G-912-DDD.
 - C. 777-G-632-GGG.
 - D. 777-Y-632-GGG.
10. The code 888-B-521-CCC is CORRECT for
- A. job analysis training taught by Johnson at DCFS on May 5th.
 - B. supervision training taught by Dolan at the Arboretum on May 8th.
 - C. contracts training taught by Johnson at Harbor-UCLA on May 17th.
 - D. job analysis training taught by Johnson at Harbor-UCLA on May 16th.

Answers and Explanations to Data Interpretation Sample Questions

1. The correct answer is **D**. The code is for saws (912) costing \$422.75 (UU) and picked up via Customer Walk-In (80).
2. The correct answer is **A**. The code 328-SS-20 is correct for a clock (328) costing \$125.99 (SS) and shipped via UPS (20).
3. The correct answer is **C**. The entry would be coded as 912 (Saws) –TT (costing \$324.00) –50 (shipped via Federal Express).
4. The correct answer is **B**. The order should have been coded as 123 (Paint) –VV (costing \$451.00) –30 (shipped via Emery Worldwide).
5. The correct answer is **D**. The most appropriate code for the transaction is 789 (Nails) –SS (costing \$232.00) –80 (picked up via Customer Walk-In).
6. The correct answer is **C**. The code 444-U-454-GGG would signify that Bruno (444) taught Budgeting Training (U) at the Arboretum (454) on May 17th (GGG).
7. The correct answer is **D**. The code for this training would be 888 (Johnson) –X (Contracts) –312 (Administration) –BBB (May 2nd).
8. The correct answer is **C**. The training would be recoded as 111 (Cho) –Y (First Aid) –454 (Arboretum) –EEE (May 12th).
9. The correct answer is **B**. The revised code for the training would be 777 (Melendez) –G (Business Writing) –912 (Main Library) –DDD (May 8th).
10. The correct answer is **A**. This code is correct for training conducted by Johnson (888) on Job Analysis (B) at DCFS (521) on May 5th (CCC).