

## Test Batteries by Job Family *Updated 12/6/16*

Institutional Testing				
Job Family	Job Titles		Test Battery	Time**
Administrative Skills Test	<ul style="list-style-type: none"><li>Administrative Assistant (9019)</li><li>Executive Assistant (9010)</li><li>Executive Coordinator (9014)</li></ul>	<ul style="list-style-type: none"><li>Senior Administrative Assistant (9018)</li><li>Sr. Executive Coordinator (9024)</li></ul>	<ul style="list-style-type: none"><li>Proofreading – 7 min</li><li>Microsoft Word 2010 – 25 min</li><li>Microsoft Excel 2010 – 25 min</li><li>Microsoft PowerPoint 2010– 25 min</li></ul>	1 hr and 15 min
Secretarial Skills Test	<ul style="list-style-type: none"><li>Legal Secretary (9049)</li><li>Secretary (9044)</li></ul>	<ul style="list-style-type: none"><li>Senior Secretary (9020)</li></ul>	<ul style="list-style-type: none"><li>Proofreading – 7 min</li><li>Microsoft Word 2010 – 25 min</li></ul>	32 min
Business/ Clerical Public/Patient Contact Skills Test	<ul style="list-style-type: none"><li>Administrative Clerk (9069)</li><li>Clerk (9071)</li><li>HIM Associate (1308)</li><li>Lead Clerk (9050)</li><li>PBS Associate (1973)</li><li>PBS Assistant (1977)</li><li>Senior HR Service Center Tech (7831)</li></ul>	<ul style="list-style-type: none"><li>Senior Administrative Clerk (9068)</li><li>Senior Clerk (9070)</li><li>Sr HIM Associate (1311)</li><li>Lead, Front Desk Services (9098)</li><li>Sr Room Service Assistant (6119)</li><li>Accounting Clerk (9171)</li><li>Buyer (9649)</li></ul>	<ul style="list-style-type: none"><li>Following Instructions – 8 min</li><li>Business Communications – 35 min</li><li>Data Entry Alphanumeric – 5 min</li></ul>	48 min
Public/Patient Contact Skills Test Service Excellence	<ul style="list-style-type: none"><li>Information Representative (9894)</li><li>Sr. Information Representative (9890)</li><li>Work Control Coordinator (5068)</li><li>Room Service Assistant (6114)</li></ul>	<ul style="list-style-type: none"><li>Receptionist (9097)</li><li>Senior Welcome Center Attendant (9892)</li><li>Welcome Center Attendant (9893)</li></ul>	<ul style="list-style-type: none"><li>Following Instructions – 8 min</li><li>Business Communications – 35 min</li><li>Data Entry Alphanumeric – 5 min</li><li>Service Excellence– 25 min**</li></ul>	1 hr and 13 min**

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<b>Service Excellence</b>	<ul style="list-style-type: none"> <li>Customer Service Specialist (2017)</li> <li>Patient Services Coordinator (2034)</li> <li>Education Specialist, Patient Access Services (2092)</li> <li>Planner/Scheduler (5013)</li> <li>Facilities Operations Center Coordinator (5316)</li> <li>International Patient Assistant (8219)</li> <li>Network Services Representative (8686)</li> <li>Catering Assistant (6155)</li> <li>Parking/Operations Assistant (6265)</li> <li>Sr Parking/Operations Assistant (6266)</li> <li>Program Coordinator, Provider Relations (9247)</li> <li>DI Services Coordinator (1147)</li> <li>Imaging Library Representative (1330)</li> <li>Patient Representative (1539)</li> <li>Patient Services Ambassador (1946)</li> <li>Patient Access Specialist (1998)</li> <li>Financial Clearance Associate (2008)</li> <li>PBS Provider Enrollment Specialist (2018)</li> <li>Patient Advocate (2001)</li> <li>Sr. Patient Advocate (2002)</li> <li>Patient Care Technician (1080)</li> <li>Patient Escort (1082)</li> <li>Police Telecommunicator (6325)</li> <li>Technical Services Coordinator (6328)</li> <li>Public Safety Officer (6343)</li> <li>PRS Coordinator (9544)</li> <li>Personnel Assistant (9587)</li> <li>Human Resources Service Center Specialist (7834)</li> <li>Human Resources Assistant (9543)</li> <li>Executive Search Coordinator (9576)</li> <li>Senior Patient Affairs Specialist (6287)</li> <li>Transportation Representative (1083)</li> <li>Sr. Transportation Representative (1085)</li> <li>Patient Access Representative (1983)</li> <li>Sr. Patient Access Representative (1975)</li> <li>Assoc. Patient Access Representative (1991)</li> <li>Patient Services Representative (1566)</li> </ul>	<ul style="list-style-type: none"> <li>Service Excellence</li> </ul>	25 min**
<b>Client Driven Testing</b>			
<b>PBS Specialist Skills Test</b> <b>Service Excellence</b>	<ul style="list-style-type: none"> <li>PBS Specialist (1974)</li> </ul>	<ul style="list-style-type: none"> <li>Visual Comparison – 5 min</li> <li>Medical Terminology – 20 min**</li> <li>Customer Service – 25 min**</li> </ul>	50 min**
<b>Data Entry Skills Test</b>	<ul style="list-style-type: none"> <li>Data Entry Operator (9396)</li> <li>Senior Data Entry Operator (9395)</li> </ul>	<ul style="list-style-type: none"> <li>Following Instructions – 8 min</li> <li>Visual Comparison – 5 min</li> <li>Data Entry Alphanumeric – 5 min</li> </ul>	18 min

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<b>Pharmacy Skills Test</b>	<ul style="list-style-type: none"> <li>Pharmacy Technician (1422)</li> <li>Lead Pharmacy Technician (1419)</li> <li>Specialty Pharmacy Technician (1421)</li> <li>QA Pharmacy Technician (1425)</li> </ul>	<ul style="list-style-type: none"> <li>Visual Comparison – 5 min</li> <li>Math and Dosage Calculation – 25 min**</li> </ul>	30 min**
<b>Client Driven Testing</b>			
<b>Surgery Scheduler Skills Test</b>	<ul style="list-style-type: none"> <li>Surgery Scheduler (2023)</li> <li>Coordinator, Surgery Schedule (2022)</li> </ul>	<ul style="list-style-type: none"> <li>Following Instructions – 8 min</li> <li>Visual Comparison – 5 min</li> <li>Surgery Terminology (Surgery) – 20 min**</li> </ul>	33 min**
<b>HIM CDI Skills Test</b>	<ul style="list-style-type: none"> <li>Clinical Documentation Specialist (2426)</li> </ul>	<ul style="list-style-type: none"> <li>MD Anderson Clinical Documentation Specialist - HIM Department Test</li> </ul>	15 min**
<b>Revenue Capture and Revenue Billing Skills Test</b>	<ul style="list-style-type: none"> <li>Clinical Coding Specialist (1345)</li> <li>Sr. Clinical Coding Specialist (1956)</li> <li>Quality Coding Specialist (1944)</li> </ul>	<ul style="list-style-type: none"> <li>RCS Coder-Revenue Capture and Support Department Test</li> </ul>	15 min**
<b>Clinical Effectiveness Skills Test</b>	<ul style="list-style-type: none"> <li>Associate Clinical Effectiveness Analyst (2055)</li> <li>Clinical Effectiveness Analyst (2054)</li> </ul>	<ul style="list-style-type: none"> <li>MD Anderson Clinical Effectiveness Associate— Matching Test – 3 min</li> <li>MD Anderson Clinical Effectiveness Associate— Medical Terminology Test – 10 min**</li> <li>Microsoft Word 2010 – 25 min</li> </ul>	33 min**
<b>Protocol Research Skills Test</b>	<ul style="list-style-type: none"> <li>Human Research Regulations Editor (8671)</li> </ul>	<ul style="list-style-type: none"> <li>Inductive Reasoning – 24 min</li> <li>MD Anderson Rsch Reg Specialist Test – 10 min**</li> </ul>	34 min**
<b>Communications Skills Test</b>	<ul style="list-style-type: none"> <li>Communications Assistant (8652)</li> <li>Communications Specialist (8651)</li> <li>Sr. Communications Specialist (8643)</li> <li>Prog Mgr, Communications (8642)</li> </ul>	<ul style="list-style-type: none"> <li>MD Anderson Grammar Test</li> </ul>	10 min**
<b>Health Education Skills Test</b>	<ul style="list-style-type: none"> <li>Health Education Specialist (1534)</li> <li>Sr. Health Education Specialist (1532)</li> <li>Oncology Educator (1014)</li> </ul>	<ul style="list-style-type: none"> <li>MD Anderson Grammar Test</li> </ul>	10 min**

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<b>askMDAnderson/ Health Information Skills Test  Service Excellence</b>	<ul style="list-style-type: none"> <li>Health Information Specialist (1538)</li> <li>Sr Health Information Specialist (1536)</li> <li>Supervisor, Health Info. Services (1537)</li> </ul>	<ul style="list-style-type: none"> <li>MD Anderson Grammar Test</li> <li>Customer Service</li> </ul>	35 min**
<b>Clin Rsch Supp Ctr Skills Test</b>	<ul style="list-style-type: none"> <li>Clinical Research Quality Specialist (4362)</li> <li>Senior Clinical Research Quality Specialist (4361)</li> </ul>	<ul style="list-style-type: none"> <li>Inductive Reasoning – 24 min</li> <li>MD Anderson Clinical Rsch Monitor Test – 10 min**</li> </ul>	34 min**
<b>Departmental Testing*** (onsite)</b>			
<b>EHR</b>	<ul style="list-style-type: none"> <li>Assoc EHR Application Analyst (9992)</li> <li>EHR Application Analyst (9993)</li> <li>Sr EHR Application Analyst (9994)</li> <li>Principal EHR Application Analyst (9995)</li> <li>Clinical Informatics Specialist (1454)</li> <li>Sr Clinical Informatics Specialist (1458)</li> </ul>	<ul style="list-style-type: none"> <li>EPIC Assessments – math and logic</li> </ul>	1.25 hr**
<b>Scientific Publications</b>	<ul style="list-style-type: none"> <li>Associate Scientific Editor (8602)</li> <li>Scientific Editor (8601)</li> <li>Manager, Scientific Publications (8600)</li> <li>Senior Scientific Editor (8603)</li> </ul>	<i>Department specific, validated by Human Resources***</i>	NA
<b>UT Police Dept</b>	<ul style="list-style-type: none"> <li>Cadet (6339)</li> <li>Lead Police Telecomm. (6323)</li> <li>Police Telecommunicators (6325)</li> <li>Sr. Police Telecomm. (6324)</li> </ul>	<i>Department specific, validated by Human Resources***</i>	NA
<b>Information Services</b>	<ul style="list-style-type: none"> <li>Sr IT Support Technician (9816)</li> </ul>	<i>Department specific, validated by Human Resources***</i>	NA
<b>Internal Audit</b>	<ul style="list-style-type: none"> <li>Audit Specialist (9116)</li> <li>Manager, Internal Audit (9164)</li> </ul>	<i>Department specific, validated by Human Resources***</i>	NA
<b>Facilities Mgmt- Research &amp; Education Facilities, Operation &amp; Management, Lab and Physical Plant</b>	<ul style="list-style-type: none"> <li>Refrigeration Mechanic (5303)</li> <li>HVAC Mechanic (5305)</li> </ul>	<i>Department specific, validated by Human Resources***</i>	NA

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