ADMINISTRATIVE ANALYST PRACTICE EXAM (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

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Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

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How to Use This Guide

This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:

1. Start with a Diagnostic Review

Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.

2. Study in Short, Focused Sessions

Break your study time into manageable blocks (e.g. 30 – 45 minutes). Review a handful of questions, reflect on the explanations.

3. Learn from the Explanations

After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.

4. Track Your Progress

Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.

5. Simulate the Real Exam

Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.

6. Repeat and Review

Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.

There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!

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Questions

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1. Who is the Chief Financial Advisor to the Mayor & City Council?

A. City Administrative Officer

B. City Controller

C. City Treasurer

D. City Clerk

2. Which statement describes a risk management process step: 'monitor and review'?

A. It is a one-time activity at project start.

B. It involves mitigating all risks through avoidance.

C. It only occurs after a risk event happens.

D. It includes identifying risks, assessing likelihood and impact, prioritizing, planning responses, implementing controls, and monitoring.

3. Which statement best defines span of control?

A. The number of direct reports a supervisor has

B. The total budget a supervisor manages

C. The number of subordinates a manager would supervise indirectly

D. The duration of a supervisor's performance review period

4. Which of the following describes common methods used in cost allocation?

A. Direct cost allocation based on usage; and Step-down (or activity-based) allocation using cost drivers

B. Time tracking

C. Salary budgeting

D. Revenue recognition

5. Authority for emergency appointments is contained in which city document?

A. City Code

B. City Ordinance

C. Administrative Code

D. Charter

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6. What form of government does the City of Los Angeles use?

A. Council-Manager

B. Mayor-Council-Commission

C. Strong Mayor

D. Commission-Manager

7. Which department provides the City Council with legislative analysis and research support?

A. City Clerk

B. Chief Legislative Analyst

C. City Attorney

D. Planning Department

8. Which department is responsible for eliminating slums in Los Angeles neighborhoods?

A. Housing Authority

B. General Services Division

C. Community Redevelopment Agency

D. Department of Public Works

9. The administrative code consists of which of the following?

A. Procedural ordinances of the City

B. Budgetary guidelines

C. Administrative regulations

D. Zoning ordinances

10. Which department head acts as the purchasing agent for the City?

A. Public Works

B. General Services Division

C. Housing Authority

D. City Clerk

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Answers

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1. A
2. D
3. A
4. A
5. D
6. B
7. B
8. C
9. A
10. B

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Explanations

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1. Who is the Chief Financial Advisor to the Mayor & City Council?

A. City Administrative Officer

B. City Controller

C. City Treasurer

D. City Clerk

In city government, the person who coordinates budgeting, financial planning, and overall administration for the mayor and city council is the City Administrative Officer. This role oversees the budget preparation, analyzes how financial choices affect policy options, and guides financial decisions across departments, making them the primary source of financial guidance for both the mayor and the council. The other roles have more specific functions: the City Controller handles accounting, auditing, and financial reporting to ensure accuracy and transparency; the City Treasurer manages cash, investments, and debt; and the City Clerk takes care of records, elections, and official documents. Because the City Administrative Officer combines budgetary leadership with broad administrative oversight and serves as the main financial adviser to both the mayor and the council, this position is the best fit for the Chief Financial Advisor.

2. Which statement describes a risk management process step: 'monitor and review'?

A. It is a one-time activity at project start.

B. It involves mitigating all risks through avoidance.

C. It only occurs after a risk event happens.

D. It includes identifying risks, assessing likelihood and impact, prioritizing, planning responses, implementing controls, and monitoring.

Risk management is a continuous cycle that runs throughout a project's life. It starts with identifying risks and assessing how likely they are and how big their impact could be, so you can prioritize what to address. Then you plan responses, implement controls, and, crucially, monitor and review to see if actions are working, catch new risks, and adjust plans as conditions change. This ongoing, iterative process is why the description that includes identifying risks, assessing likelihood and impact, prioritizing, planning responses, implementing controls, and monitoring is the best fit. The other statements miss the ongoing nature of risk management, suggesting it's a one-time activity, that all risks can be avoided, or that monitoring only happens after a risk event occurs.

3. Which statement best defines span of control?

A. The number of direct reports a supervisor has

B. The total budget a supervisor manages

C. The number of subordinates a manager would supervise indirectly

D. The duration of a supervisor's performance review period

Span of control refers to how many people report directly to a supervisor. The best definition is the number of direct reports a supervisor has, because it captures the direct supervisory load and the ease of communication and supervision a manager can maintain. The other statements miss the central idea: budget managed pertains to financial scope, not supervisory scope; supervising indirectly refers to indirect oversight rather than direct reports; and the duration of performance reviews is a timing/performance process, not the size of the supervisory span.

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4. Which of the following describes common methods used in cost allocation?

A. Direct cost allocation based on usage; and Step-down (or activity-based) allocation using cost drivers

B. Time tracking

C. Salary budgeting

D. Revenue recognition

Cost allocation is about assigning costs to cost objects such as products, services, or departments. The methods described here are the common ways to spread overhead: direct cost allocation assigns costs that can be traced straight to the object based on actual usage, while indirect costs are allocated using a driver-driven approach. Step-down (or activity-based) allocation uses cost drivers—measurable factors like machine hours, labor hours, or the number of setups—to allocate overhead to objects in a way that reflects how much each one actually uses. This linkage to activities and usage tends to produce more accurate cost for decision making and pricing. The other items aren't methods of allocating costs. Time tracking is about capturing hours worked, not distributing overhead. Salary budgeting is planning future compensation, and revenue recognition concerns when revenue is recorded, not how costs are allocated to objects.

5. Authority for emergency appointments is contained in which city document?

A. City Code

B. City Ordinance

C. Administrative Code

D. Charter

The City Charter is the document that defines the city's fundamental powers and how its government operates, including how vacancies are filled and who can act in emergencies. It functions like a constitutional framework for the city, and it typically authorizes temporary or emergency appointments to ensure continuity of services when a vacancy arises or a quick decision is needed. The other documents—City Code, City Ordinance, and Administrative Code—are rules and procedures implemented under the authority of the charter. They can regulate processes or specify details, but they do not grant the foundational power to make emergency appointments unless the charter itself explicitly allows it. That's why emergency appointment authority is contained in the charter.

6. What form of government does the City of Los Angeles use?

A. Council-Manager

B. Mayor-Council-Commission

C. Strong Mayor

D. Commission-Manager

Los Angeles uses a mayor-council-commission structure. The mayor serves as the chief executive, the City Council acts as the legislative body that passes laws and adopts the budget, and a set of independent commissions oversees major city departments and services (for example, police, planning, and airports). This combination reflects the strong role of the mayor alongside a legislative body and specialized commissions, which is why this form is described as Mayor-Council-Commission rather than a pure council-manager, pure strong-mayor, or pure commission-based arrangement.

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7. Which department provides the City Council with legislative analysis and research support?

A. City Clerk

B. Chief Legislative Analyst

C. City Attorney

D. Planning Department

The main concept here is identifying who provides legislative analysis and research support to the City Council. The Chief Legislative Analyst is the person whose role is to independently analyze proposed ordinances and resolutions, evaluate policy options, and prepare briefing memos that outline fiscal, administrative, and legal implications. This position guides council members with data-driven information and objective summaries to inform decisions and debates. Other departments serve different functions: the City Clerk handles records, elections, and official documentation; the City Attorney provides legal advice and represents the city in legal matters; the Planning Department focuses on land use, zoning, and development planning. While these roles are important, they do not specialize in the comprehensive legislative analysis and research support that directly informs the council's legislative agenda—that's the Chief Legislative Analyst.

8. Which department is responsible for eliminating slums in Los Angeles neighborhoods?

A. Housing Authority

B. General Services Division

C. Community Redevelopment Agency

D. Department of Public Works

The main idea here is that removing slums and revamping distressed neighborhoods is handled by a redevelopment-focused agency that has authority to acquire land, assemble parcels, finance improvements, and carry out plans to remove blight and improve housing and neighborhood vitality. The Community Redevelopment Agency fits this role, since its purpose is to oversee redevelopment efforts, coordinate projects with developers, and drive improvements in areas labeled as blighted or substandard. In contrast, the Housing Authority mainly administers affordable housing programs and public housing; the General Services Division provides internal city services and facilities support; and the Department of Public Works handles infrastructure like streets, utilities, and maintenance. While those departments can contribute to redevelopment, the specific responsibility for eliminating slums lies with the redevelopment agency.

9. The administrative code consists of which of the following?

A. Procedural ordinances of the City

B. Budgetary guidelines

C. Administrative regulations

D. Zoning ordinances

The administrative code is essentially the city's collection of rules that govern how government operates—its procedures and processes. It codifies the methods by which city business is conducted: how departments implement policies, how decisions are made and reviewed, how meetings and hearings are run, filing requirements, timelines, forms, and other internal administrative steps. This focus on "how" the government runs distinguishes it from substantive policy areas. Budgetary guidelines belong to financial management and budget documents, not the administrative code, which is why they aren't the right fit here. Zoning ordinances deal with land use and planning and are separate from internal administrative procedures. So the administrative code is best described as the body of procedural ordinances that govern city operations.

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10. Which department head acts as the purchasing agent for the City?

A. Public Works

B. General Services Division

C. Housing Authority

D. City Clerk

The key idea here is centralized procurement: in many cities, the department responsible for purchasing and supply management has the authority to act as the city's purchasing agent for all departments. This unitHandling procurement coordinates bids, approves purchase orders, maintains vendor qualifications, and ensures compliance with procurement laws and city policies. That centralized control helps ensure fairness, transparency, and consistency across all purchases. The General Services Division is typically the office tasked with these duties, acting as the city's purchasing agent. It oversees acquiring goods and services for every department, standardizes purchasing procedures, and manages contracts and vendor relationships. That role makes it the correct choice for who acts as the purchasing agent. The other departments serve specialized functions—Public Works focuses on infrastructure and maintenance, Housing Authority handles housing programs, and the City Clerk manages records and clerk duties—so they are not the centralized purchasing authority for the city.

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Next Steps

Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.

As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.

If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at hello@examzify.com.

Or visit your dedicated course page for more study tools and resources:

https://administrativeanalyst.examzify.com

We wish you the very best on your exam journey. You've got this!

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