

ADMINISTRATIVE TESTS AND MEASUREMENT SPECIALIST

Duties and Responsibilities

This is a management class of positions, with several assignment levels. The following are typical assignments within this class of positions. All personnel perform related work.

Under general direction, with very wide latitude for the exercise of independent initiative, judgment and decision, performs extremely high level technical examining and analysis work; or assignments similar to that described.

Under general direction, with very wide latitude for the exercise of independent initiative, judgment and decision, performs supervisory and administrative work in a major civil service examining program; or assignments equivalent to that described.

Under general direction, with very wide latitude for the exercise of independent initiative, judgment and decision, administers a division or larger organizational unit responsible for civil service examinations; or assignments similar to that described.

Qualification Requirements

1. Graduation from an accredited college with a doctorate in psychology, statistics, educational research or a related field, including 12 credits in one or a combination of the following fields: tests and measurements, statistics, research or computer-related courses, of which at least six credits must have been in tests and measurement, statistics or research, and three years of experience in performing professional testing and measurement work, 18 months of which must have been in an administrative, consultative, managerial or executive capacity; or

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CODE NO. 10064

THE MANAGERIAL SERVICE [061]

ADMINISTRATIVE TESTS AND MEASUREMENT SPECIALIST (continued)

Qualification Requirements (continued)

2. A master's degree from an accredited college including credits as indicated in "1" above, and four years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess the 18 months of administrative, consultative, managerial or executive experience as described above.

Direct Lines of Promotion

From: Tests and Measurement
Specialist (12704)

To: None