

STAFF ANALYSIS
OCCUPATIONAL GROUP

CODE NO. 12700

TESTS AND MEASUREMENT INTERN

General Statement of Duties and Responsibilities

Under direct supervision, performs elementary professional work and receives training in the construction, administration, rating and validation of civil service examinations; performs related work.

Examples of Typical Tasks

Assists in and is trained to:

Devise and construct written, oral, performance and other tests. Conduct job analyses to assure that examinations are job related, select methods of data collection, such as observation of work, interviews, and questionnaires, and collect labor market and other relevant background information.

Determine by statistical or other methods the difficulty and relative importance of tasks performed on the job, and the knowledges, skills and abilities required for their performance.

Based on the job analysis findings, select the appropriate form and scope of examinations, and determine which of the knowledges, skills and abilities should be the subject of competitive or qualifying tests; establish minimum educational, experience, physical and other appropriate requirements.

Set up rating criteria and rating keys, and rate tests.

Conduct subject matter research; consult experts in the field to assure that the questions and answers are generally acceptable in the professional, technical or trade field.

Serve on examining panels in oral and performance tests.

Review protests of rating keys and appeals of ratings received by candidates, and make recommendations regarding their disposition.

Review examinations for their validity and reliability; develop improvements of testing and rating techniques; report on statistical analyses of test results; prepare reports and recommendations.

Plan and direct the administration of tests in schools, work sites and other appropriate locations.

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TESTS AND MEASUREMENT INTERN (Cont'd)

Qualification Requirements

Graduation from an accredited college with a baccalaureate or master's degree. This education must include or be supplemented by at least 12 credits in one or a combination of the following fields: tests and measurements, statistics, research, or computer-related courses, of which at least 6 credits must have been in tests and measurements, statistics, or research.

Direct Lines of Promotion

This is a trainee class of positions with up to a two-year term. At the end of two years of satisfactory service and training, employees in this class of positions with a baccalaureate degree will receive a regular appointment to Tests and Measurement Specialist (12704). At the end of one year of satisfactory service and training, employees in this class of positions with a master's degree will receive a regular appointment to Tests and Measurement Specialist (12704).