

TESTS AND MEASUREMENT SPECIALIST

Duties and Responsibilities

This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in the construction, administration, rating and validation of Civil Service examinations including preparation of test questions, written reports, recommendations and support materials. There are three Assignment Levels within this class of positions. All personnel perform related work, and, during a temporary absence, may perform their supervisor's duties. The following are typical assignments within this class of positions.

Assignment Level I

Under supervision, with latitude for independent initiative and judgment, performs professional work of ordinary difficulty and responsibility in the field of personnel tests and measurement.

Examples of Typical Tasks

Devises and constructs written, oral, performance and other tests. Conducts job analyses to assure that examinations are job related; selects methods of data collection, such as observation of work, interviews, and questionnaires, and collects labor market and other relevant background information.

Determines 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.

TESTS AND MEASUREMENT SPECIALIST (continued)Assignment Level I (continued)Examples of Typical Tasks (continued)

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

Sets up rating criteria and rating keys; rates and/or supervises the rating of tests.

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

Serves on examining panels in oral and performance tests.

Conducts interviews in order to select expert examiners with appropriate qualifications; directs their work on writing, conducting and rating of examinations.

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

Reviews examinations for their validity and reliability; develops improvements of testing and rating techniques; reports on statistical analyses of test results; prepares reports and recommendations.

Plans and directs the administration of tests in schools, work sites and other appropriate locations.

TESTS AND MEASUREMENT SPECIALIST (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Testifies as an expert witness in legal proceedings involving civil service examinations.

May supervise or train subordinate staff.

Assignment Level II (See Special Note Under Qualification Requirements)

Under general supervision, with latitude for independent initiative and judgement, performs professional work of more than ordinary difficulty and responsibility in the field of personnel tests and measurement; may supervise or train subordinate staff.

Assignment Level III (See Special Note Under Qualification Requirements)

Under direction, with wide latitude for the exercise of independent initiative and judgement, is in charge of a team engaged in the construction, rating and administration of civil service examinations; or performs professional work on major examinations for large numbers of candidates or on examinations involving highly technical subject matter or sophisticated innovative testing techniques.

Qualification Requirements

1. A master's degree in psychology or a related field from an accredited college including or supplemented by at least 12 credits in any combination of two or more of the following course areas: tests and measurement, statistics, research, personnel psychology, and computers; or

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TESTS AND MEASUREMENT SPECIALIST (continued)Qualification Requirements (continued)

2. Completion of at least 45 credits towards a master's degree in psychology or a related field from an accredited college including or supplemented by at least 12 specialized credits as described in "1" above; or
3. A baccalaureate degree in psychology or a related field from an accredited college including or supplemented by at least 12 specialized credits as described in "1" above, and two years of satisfactory full-time professional experience in the development of personnel selection tests; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess a baccalaureate degree from an accredited college and the 12 specialized credits as described in "1" above.

Special Note

To be eligible for placement in Assignment Level II or III, individuals must have, after meeting the minimum requirements, either one year of experience in performing professional testing and measurement work, or possess a doctorate in psychology, statistics, educational research, or a related field.

Direct Lines of Promotion

From: Tests and Measurement
Intern (12700)

To: Administrative Tests and
Measurement Specialist
(M 10064)