TEST DEVELOPMENT AND VALIDATION SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is complex supervisory and professional public personnel work involved in the validation and development of job-related devices and other criteria to select and retain individuals for employment on a government-wide basis.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the development and application of complex personnel selection methodology such as content, construct or criterion related validity on personnel projects for purposes of test preparation; including examinations integrity, examination appeals, written tests, assessment center, oral interview, performance work simulations and other examinations; and the preparation of instructional handbooks.

Implements quantitative procedures including aptitude, achievement and performance tests to measure and interpret individuals differences among candidates for employment.

Analyzes and reviews statistical results covering multi-variate statistical analysis; estimation of test reliability, correlation coefficient, statistical significance, measures of central tendency and variability, item analyses, passing points, score standardization and conversion.

Administers the personnel rules and regulations and related guidelines; responds to procedural question or inquiries from employees and the public on test administration and validation of tests.

Utilizes computer applications to perform statistical analysis of data; makes statistical interpretations of data to staff and management personnel.

Provides expert testimony in court concerning the validity of a selection device.

Meets with agency heads and employees to evaluate personnel needs and problems; plans special studies; formulates procedures and technical recommendations of major scope and impact.

Prepares reports, memorandums, comments on legislative bills and maintains records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and methods of test validation.

Knowledge to apply the theory, principles and practices of personnel selection.

Ability to apply different test validation methods such as content, criterion related and construct validation.

Ability to apply job analysis method to determine critical job/work characteristics for successful job performance.

Ability to apply statistical formulas when validating selection devices.

Ability to apply Guideline on Employment Selection Procedures and related professional standards.

Ability to supervise the work of others.

Ability to interpret, apply and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines.

Ability to gather, analyze facts and recommend appropriate action or solutions to personnel management problems.

Ability to prepare comprehensive validity studies and reports.

Ability to use electronic data processing such as the statistical package for the social science for statistical analysis of data.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of specialized experience in the development and validation of tests for employment measuring human abilities or human performance and in the statistical analysis of data, and graduation from a recognized or accredited college or university

with a Bachelor's degree in psychology, personnel management, business administration or public administration, including one college course in Tests and Measurements.

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PAY RANGE: 51

NORMA J. AFLAGUE
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Civil Service Commission