

**TEST DEVELOPMENT AND VALIDATION SPECIALIST I**

**NATURE OF WORK IN THIS CLASS:**

This is routine professional work involved in the development and validation of selection devices and other criteria to select applicants for government employment.

Employees in this class perform under close supervision and participates in moderately complex assignments.

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

Participates in conducting job analysis to collect information on the content of positions, in order to provide a framework for developing paper and pencil tests.

Participates in developing written and performance tests; compiles numerical data and computes the mean and standard deviation.

Attends meetings with subject matter experts to brainstorm and collectively prepare a written statement of tasks, knowledges, abilities and other characteristics required for the job.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, practices and techniques of public personnel administration.

Ability to apply the principles, theory and practices of test validation and personnel selection procedures.

Ability to learn to apply job analysis.

Ability to apply and use statistical analysis on test data.

Ability to apply and make decisions in accordance with Federal and Government of Guam Employment Laws, Personnel Rules and Regulations, policies and other appropriate program guidelines.

Ability to learn to prepare technical and comprehensive reports.

Ability to gather and analyze data and provide technical recommendations.

Ability to communicate effectively, orally and in writing.


Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- (a) 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 Introductory Statistics.

ESTABLISHED: May, 1988

PAY RANGE: 34

  
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NORMA J. AFLAGUE  
Executive Director  
Civil Service Commission