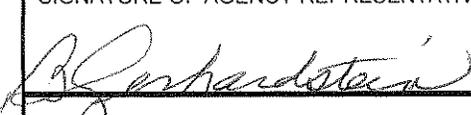


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301805
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Workforce Administration	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005903	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Personnel Testing Specialist 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005839 (22307.0) Management Analyst Supervisor 2
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
NORMAL WORKING HOURS (Explain unusual or rotating shift) From: 8:00 a.m. To: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Develops content-valid civil service examinations for more complex classifications: produces selection plan describing relative weights for each knowledge, skill, ability (KSA) & method of assessment, (e.g., multiple-choice, skills test, training & experience evaluation) using results of job analysis (e.g., WRIPAC); writes new test items with input from subject-matter experts (SMEs) & by researching subject area; identifies & selects appropriate items from item bank; conducts item rating sessions (e.g. Angoff) with subject-matter experts & recommends passing point; calculates reading levels of on-the-job materials & tests to ensure similarity; submits test plan & draft of exam to test editors for review; incorporates editorial changes & produces final draft implementation.	Knowledge of: (1) agency policies & procedures (e.g., civil service test policies/procedures)*; (2) state laws & regulations (e.g., Ohio Revised Code, Ohio Administrative Code) *; (3) federal human resources & testing laws (e.g., Uniform Guidelines of 1978, Americans with Disabilities Act*); (4) job analysis techniques; (5) test development; (6) English grammar, usage, & sentence structure. Skill in: (7) use of personal computer including hardware & software (e.g., Microsoft Word, Excel, Access, hiring management systems, Internet); (8) Written & Verbal communication. Ability to: (9) deal with many variables & determine specific action; (10) interview & present information effectively; (11) gather, collate & classify information about data, people or things; (12) write valid, job-related test items for civil service examinations
30	Performs job analysis (e.g., WRIPAC): develops initial data gathering instrument; identifies SMEs & schedules appointments; conducts interviews with SMEs; writes task & KSA statements; enters task & KSA statement into statistical program (e.g., Excel, Access) & onto rating sheets; conducts rating sessions with SMEs to determine importance of tasks & KSAs & establish linkages between KSAs & tasks; enters results into statistical program (e.g., Excel, Access); creates test plan.	Knowledge of: 1*, 3*, 4, 6. Skill in: 7, 8. Ability to: 9, 10, 11, 13. * developed after employment

JOB CODE 64672
 Appel 6/13/10 Base
 JOB CODE TITLE
 Personnel Testing Specialist 2

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/11/10
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POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301805

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Workforce Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005903

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Personnel Testing Specialist 2 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005839 (22307.0) Management Analyst Supervisor 2

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 09
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type:

NORMAL WORKING HOURS (Explain unusual or rotating shift)
From: 8:00 a.m. To: 5:00 p.m. Page 2 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Completes test log documentation & demonstrates content validity: documents steps in test development process; adds supporting documentation to test log folder (e.g., notes from initial data gathering, task & KSA ratings, reading level calculations test plan, first draft with edit notes, final test, item analysis, recommended revisions).	Knowledge of: 1*, 3*, 4, 5. Skill in: 7. Ability to: 11.
10	Revises civil service examinations by performing post-test analysis: reviews item analysis; identifies poorly performing test items & distracters; makes appropriate revisions or recommends replacement; identifies mis-keyed items & coordinates correction with test administration staff.	Knowledge of: 1*, 2*, 3*, 4, 5, 6. Skill in: 7, 8. Ability to: 9, 10, 11, 12, (13) Analyze basic test statistics.
10	Performs other related duties as required: assists in the administration of civil service tests; performs reception duties; answers questions regarding testing software; assists in mass mailings; performs test reviews (e.g., schedules appointment with test takers, hand-scores examinations, ensures test security).	Knowledge of: 1*, (14) Customer Service Techniques. Skill in: 7, 8. Ability to: 9, 10, 11, 12.
		Unusual Working Conditions: Travels throughout the state to perform job analysis & test administration as needed. *developed after employment

JOB CODE TITLE
Personnel Testing Specialist 2

Approved 6/13/10 bmb

JOB CODE
64672

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

B. Gerhardtstein

6/11/10