

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS 301840

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Office of Organizational Development
Test Development

COUNTY OF EMPLOYMENT
Franklin

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
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:

NORMAL WORKING HOURS (Explain unusual or rotating shift)

From: 8:00 a.m. To: 5:00 p.m.

Page 1 of 2

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

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Karla M. Sawyer

6/17/09

POSITION NUMBER
20005903

JOB CODE TITLE
Personnel Testing Specialist 2

JOB CODE
64672

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS 301840
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Office of Organizational Development Test Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005903 JOB CODE TITLE Personnel Testing Specialist 2 JOB CODE 64672	<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:	Bargaining Unit 09
	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		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/17/09	