

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY <b>Department of Administrative Services</b>
	DIVISION OR INSTITUTION <b>Human Resources</b>
	UNIT OR OFFICE <b>Office of Compensation &amp; Recruitment Classification &amp; Assessment Unit</b>

POSITION NUMBER <b>20005903 (24402.0)</b>	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Personnel Testing Specialist 2	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005839 (22307.0) Management Analyst Supervisor 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		
	Page 1 of 2		
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	<b>Job Duties in Order of Importance</b>	<b>Minimum Acceptable Characteristics</b>	
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 and 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 & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	
	JOB CODE 64672	DATE 6/23/08	

APD 7-9-08 JAD

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Office of Compensation & Recruitment Classification & Assessment Unit

POSITION NUMBER  
20005903 (24402.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Personnel Testing Specialist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005839 (22307.0) Management Analyst Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

Page 2 of 2

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
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. 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.  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

JOB CODE  
64672

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Janice M. Skyles*

6/23/08

APD 7-9-08