

EXAMINATION ANALYST

PURPOSE AND NATURE OF WORK

This is technical and analytical work consisting of varied and complex tasks in merit system employment and promotion using examinations. Objective of work is meeting the employment needs of Consolidated Government using examination methods consistent with local, state and federal legal requirements. Incumbent is the primary source of information for Civil Service employment decisions. Work is performed with relative independence and includes development of new examinations. Position is not supervisory, but the incumbent oversees clerical workers in the taking of applications, examining, and in the use of employment lists.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Researches and identifies tasks, duties, responsibilities and qualifications of positions using questionnaires, interviews and direct observation. Writes advertisements and constructs tests most likely to prove content-and criterion-valid, choosing from methods defined in Civil Service rules. Identifies subject matter experts and obtains their assistance. Assesses racial impact of scoring methods and chooses appropriate methods of measuring correlations. Calculates reliability, standard error of measure and validity by correlation of raw scores to criteria of education and experience. Applies standard error of measure, veteran's preference and promotional preference to prepare employment lists. Counsels managers in the use of promotional preference and options available under the Civil Service Rules. Provides explanations to public, employees and officials in response to questions, criticisms and complaints concerning examinations or employment lists. Maintains extensive records of job analyses, examination construction, test results and use. Performs related work as required, including job descriptions, evaluations and recommendations to the Civil Service Board.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of test and measurement psychology.
Knowledge of applicable local, state, and federal laws governing new employment and promotion.
Knowledge of Consolidated Government's organization and working divisions.
Knowledge of research design, and multivariate, correlation and non-parametric statistical methods.
Ability to write accurate summaries of work behavior based on interviews and observations.
Ability to establish and maintain effective working relationships with employees, officials, and the general public.

DESIRABLE EDUCATION AND EXPERIENCE

Master's degree in Industrial/Organizational Psychology and experience in construction, administration and validation of pre-employment examinations; or any equivalent combination of training and experience.