# STATE PERSONNEL BOARD

## TEST VALIDATION AND DEVELOPMENT SPECIALIST I
## TEST VALIDATION AND DEVELOPMENT SPECIALIST II

CALIFORNIA STATE GOVERNMENT

OPEN CONTINUOUS

LA35-5183
LA30-5168

AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

## DON'T MISS THIS SPECIAL OPPORTUNITY!!!

## DO YOU HAVE WHAT IT TAKES TO BECOME AN EMPLOYEE OF THE STATE PERSONNEL BOARD?

**WHO SHOULD APPLY**

The State Personnel Board is seeking resumes from professionals who meet the minimum qualifications as stated below, and who are innovative and possess specialized technical skills in the areas of test validation and development.

**ABOUT THE STATE PERSONNEL BOARD**

When you become a employee of the State Personnel Board, you will join a group of skilled and dedicated men and women who are working together in an organization that is leading the way in reforming the State civil service system for the '90's and beyond. You can go as far as your ability and desire can take you. State civil service offers virtually endless transfer opportunities either within the State Personnel Board or to any one of over 100 other State agencies. All promotions are based on merit. The State Personnel Board offers a variety of new and exciting career challenges. This includes creative work and interesting and innovative assignments using State of the Art technology. We are also an organization that practices the philosophies of Total Quality Management.

**HOW TO APPLY**

Applicants must complete and submit a detailed resume and responses to the items contained in the SUPPLEMENT on Page 4.

NOTE: All resumes must include name, address, current day time telephone number, relevant experience, relevant education, including number of completed semester/quarter units; degree obtained, and date completed, certificates of professional competence and membership(s) in professional organization(s).

NOTE: Please do NOT submit letters of recommendation/commendation at this time.

Submit application (STD 678), resumes and supplements to the State Personnel Board, Examination Services Unit, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010. Resumes and supplements may also be faxed to (916) 653-1353.

**SALARY RANGE**

| | |
|---|---|
| Test Validation and Development Specialist I | $3418 - $4155 per month |
| Test Validation and Development Specialist II | $4111 - $4997 per month |

**QUALIFICATIONS APPRAISAL INTERVIEW**

It is anticipated that interviews will be held on an interim basis.

**TRANSFER OF LIST ELIGIBILITY**

Transfer of list eligibility will NOT be permitted to or from the resulting list. Therefore, you should take this examination only if you intend to work for the State Personnel Board.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE: All applicants must meet the education and/or experience requirements for this examination BEFORE time of appointment.**

# *TEST VALIDATION AND DEVELOPMENT SPECIALIST I/II*

MINIMUM QUALIFICATIONS

**Test Validation and Development Specialist I**

**Experience:** Two years of increasingly responsible research experience which shall have included performing research studies using statistical tests of significance; statistically analyzing research data using correlation, multiple regression or a form of multivariate analysis such as discriminant analysis, canonical correlation or factor analysis; and the preparation of written reports of such research. (Possession of a Master's Degree in Statistics or a behavioral science field may be substituted for one year of the required experience; possession of a doctoral degree with an emphasis in industrial psychology, organizational psychology or psychometrics may be substituted for the entire two years of the required experience.) **and**

**Education:** Equivalent to graduation from an accredited college or university. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**Test Validation and Development Specialist II**

**Either I**

One year of experience performing the duties of a Test Validation and Development Specialist I in the California state service. (Applicants who have completed six months of the experience, as specified above, will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

**Or II**

**Experience:** Three years of increasingly responsible research experience which shall have included performing research studies using statistical tests of significance; statistically analyzing research data using correlation, multiple regression or a form of multivariate analysis such as discriminant analysis, canonical correlation or factor analysis; and the preparation of written reports of such research. At least one year of the required experience must have been involved in the development and evaluation of measures of human abilities or human performance. (Possession of a Master's Degree in Statistics or a behavioral science field may be substituted for one year of the general experience, possession of a doctoral degree with an emphasis in industrial psychology, organizational psychology or psychometrics may be substituted for two years of the general experience.) **and**

**Education:** Equivalent to graduation from an accredited college or university. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

ADDITIONAL DESIRABLE QUALIFICATIONS

**BOTH LEVELS** : In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications". Preferred types of additional training and experience are: 1) A Master's Degree in Industrial Psychology or Psychometry. 2) Experience in the construction and validation of a variety of employment tests. 3) Research experience involving use of statistical software packages (e.g., SPSS). 4) Graduate level courses in statistics, research design, and multivariate analysis.

PERSONAL IDENTIFICATION REQUIREMENT

**NOTE: Applicants invited to interview are required to bring either a photo identification card or two forms of signed identification.**

POSITION DESCRIPTION

A Test Validation and Development Specialist I performs professional analytical and evaluative research associated with personnel selection and/or occupational licensing of average difficulty and assist in more difficult projects. They also contribute significantly to project planning, design, analysis and report preparation. This is considered to be the primary recruitment level.

A Test Validation and Development Specialist II is the full journeyperson level. Positions at this level design and conduct varied complex personnel selection and/or occupational licensing projects or portions of major projects. Incumbents use a wide range of analytical skills, experimental methods, statistical techniques, and psychometric principles. They provide assistance to lower level staff and give advice to staff engaged in the operation of ongoing test validation and development projects. Incumbents at this level may function in a lead capacity over a small group of analysts or employees engaged in similar work.

Positions exist with the State Personnel Board in Sacramento only.

EXAMINATION INFORMATION

This examination will consist of a supplemental appraisal questionnaire (Weighted Pass/Fail) AND a structured interview process (Weighted 100%). Only those candidates who are deemed most highly qualified based on a competitive review of resumes and supplemental responses will be invited to the structured interview process.

# TEST VALIDATION AND DEVELOPMENT SPECIALIST I/II

**EXAMINATION INFORMATION (CONTINUED)**

Applicants in this examination will be required to submit responses to questions contained in the supplement (attached to this announcement) which are designed to identify job achievements in specific areas that demonstrate the ability to successfully perform at this level. Applicants who do not submit complete information will be eliminated from the examination.

In order to obtain a position on the eligible list, a minimum rating of 70.00 must be attained in the interview. APPLICANTS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

**Qualifications Appraisal - Weighted 100%**

**QUALIFICATIONS APPRAISAL INTERVIEW SCOPE**

**Scope:**

A. Knowledge of:
   1. Job analysis techniques used for the validation and development of employment tests.
   2. Principles, procedures, and techniques used in test development and validation including research, design, and experimental methods.
   3. The Federal Uniform Guidelines on Employee Selection Procedures and professional standards related to employment testing (e.g., SIOP Principles).
   4. Various testing formats and methods used in personnel selection.
   5. Psychometric concepts and techniques applicable to the development and validation of employment tests.
   6. Statistical software packages (e.g., SPSS) used to analyze data sets from job analyses and validation studies.

B. Ability to:
   1. Apply research principles and methods to test development, validation, and research projects.
   2. Prepare comphrensive job analysis, validation, and research reports.
   3. Resolve complex employment testing problems by applying principles and techiques promulgated by the testing profession.
   4. Independently conduct complex job analysis, test development, validation, and research projects.
   5. Develop training course materials and conduct formal training classes on topics related to employment testing.
   6. Establish and maintain effective relationships with staff members, the public, and other organizations.
   7. Communicate effectively both orally and in writing.
   8. Serve as a team leader or project manager on large-scale test development and validation projects.

**BENEFITS**

| The State of California offers an attractive benefits package. The benefits package includes: | |
|---|---|
| •PERS reciprocal | •Health plan for employee & dependents |
| •PERS Member Home Loan Program | •Group Legal Services Plan |
| •Dental plan for employee & dependents | •Life Insurance Plan |
| •Vision plan for employee & dependents | •Employee Assistance Program |
| •Vacation leave, sick leave & holidays | •Deferred compensation plan or Savings Plus |
| •Flex Elect Program (A voluntary program which offers significant tax advantages and can increase your take home pay.) | |

**EXAMINATION INFORMATION**

This is an open continuous examination. Career credits do not apply.

**VETERANS PREFERENCE**

Veterans Preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

**QUESTIONS?**

If you have any question concerning this announcement, please contact Linda Houck at (916) 653-1502, TDD (916) 654-6336.

## ATTACHMENT FOR
## TEST VALIDATION AND DEVELOPMENT SPECIALIST I/II SUPPLEMENT

**REQUIREMENTS**

Each applicant for this examination must complete and submit his/her responses to this supplement.

Submit application (STD 678), resume and supplement items to the State Personnel Board, 801 Capitol Mall, P.O. Box 944201, Sacramento, CA 94244-2010. Applications will be accepted on a continuous basis by mail or in person. Facsimiles (faxes) will also be accepted. The fax number is (916) 653-1353.

Resumes received without supplements **will be rejected**.

**RESPONDING TO SUPPLEMENT**

When responding to the supplemental items, please follow these guidelines:

- Your responses must be typewritten or generated by word processor on 8-1/2" x 11" paper.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately and indicate the corresponding item number for each response. You may include multiple responses on a single page.
- Include place of employment, pertinent dates, duties performed, etc., when responding to items.

NOTE: Resumes, letters, and other materials will NOT be evaluated or considered as responses to the items in the supplement.

**SUPPLEMENTAL ITEMS**

**Job Analysis**

1. Describe your experience and/or training conducting and documenting job analysis studies. Describe the primary purpose of the job analysis (e.g., selection, classification) and the methodology you have used. (One-half page maximum.)

**Test Development**

2. Describe your experience and/or training in the area of test development. Describe the various test formats you have developed (e.g., multiple choice tests, performance tests, computer-administered tests, structured interviews). Describe any innovative testing methods you have developed or adapted. (One-half page maximum.)

**Test Validation**

3. Describe your experience and/or training with formal test validation procedures. Discuss the validation strategies you have used. (One-half page maximum.)

**Statistical Packages**

4. Describe your experience and/or training using statistical analysis software packages with which you are proficient (e.g., SPSS). (One-half page maximum.)

**Training Programs**

5. Describe your experience developing training course materials and conducting formal training classes. (One-half page maximum.)

## GENERAL INFORMATION

**For an examination** without a written feature, it is the applicant's responsibility to contact the State Personnel Board three weeks after the qualifications appraisal interview date if he/she has not received a progress notice.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all applicants who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**Examination Locations:** Interviews will be in Sacramento only.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible list in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the applicant's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a applicant's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**CALIFORNIA STATE PERSONNEL BOARD**

P.O. Box 944201 - 801 Capitol Mall
Sacramento, CA 94244-2010
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