

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Organizational Assessment Research

SERIES NUMBER

6463

MAJOR AGENCIES

All Agencies

EFFECTIVE

11/2/2014

SERIES PURPOSE

The purpose of this series is to analytically assess factors that contribute to the organization's mission & strategy. Through the use of research techniques, this series will develop & validate assessments necessary for selecting, evaluating, or developing personnel based on strategic alignment, workforce analysis, competency modeling, gap analysis, & leadership potential assessments in order to address any leadership or workforce gaps.

At the lower level, full performance incumbents either assist higher-level personnel to develop & validate assessments necessary for selecting, evaluating, or developing personnel based on strategic alignment, workforce analysis, competency modeling, gap analysis, & leadership potential assessments in order to address any leadership or workforce gaps or conduct these duties independently.

At the administrative level, managerial incumbents administer section responsible for the development & validation of assessments necessary for selecting, evaluating, or developing personnel based on strategic alignment, workforce analysis, competency modeling, gap analysis, & leadership potential assessments in order to address any leadership or workforce gaps.

JOB TITLEOrganizational Assessment Research
Analyst**JOB CODE**

64631

PAY GRADE

12

EFFECTIVE

11/2/2014

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of industrial/organizational psychology in order to develop & validate assessments necessary for selecting, evaluating, or developing personnel based on strategic alignment, workforce analysis, competency modeling, gap analysis, & leadership potential assessments.

JOB TITLEOrganizational Assessment Research
Administrator**JOB CODE**

64635

PAY GRADE

15

EFFECTIVE

11/2/2014

CLASS CONCEPT

The managerial level class works under general direction & requires thorough knowledge of industrial/organizational psychology in order to administer section responsible for the development & validation of assessments necessary for selecting, evaluating, or developing personnel based on strategic alignment, workforce analysis, competency modeling, gap analysis, & leadership potential assessments or does the preceding & supervises staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Organizational Assessment Research Analyst	64631	EX	11/2/2014	12

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Designs & conducts research studies for the purposes of job analysis, assessment validation & effectiveness, employee evaluation, employee development, or position classification (e.g., requesting position specific minimum qualifications or proposing changes to the class plan).
2. Develops valid assessments (e.g., structured interviews, written tests, work samples, physical ability tests) or evaluates vendor-developed assessments for the purposes of personnel selection, evaluation, or development & ensures compliance with legal & professional standards & provisions of applicable bargaining unit contracts:
 - a. Creates test plan.
 - b. Writes test items.
 - c. Creates rating scales/scoring methods.
 - d. Conducts item-rating meetings with subject matter experts.
 - e. Analyzes item statistics to improve assessments.
3. Facilitates assessment administration:
 - a. Organizes administration.
 - b. Creates materials.
 - c. Responds to requests for reasonable accommodations.
 - d. Proctors administration.
 - e. Scores results.
4. Creates &/or reviews agency position descriptions.
5. Assists in developing agency personnel selection policies & procedures.
6. Creates & provides personnel selection & evaluation training to agency staff (e.g., structured interview techniques, job analysis, item writing, goal writing, rater training).
7. Collaborates with other agencies to improve assessment procedures.
8. Remains current on personnel selection & evaluation, organizational development, & other job-relevant issues.
9. Writes technical reports summarizing research procedures & conclusions for various stakeholders (e.g., supervisors, hiring managers, other agencies, the general public).

MAJOR WORKER CHARACTERISTICS

Knowledge of: job analysis; principles of tests & measurements; law (employment); workforce planning; organizational development; employee development; management & supervisory principles & techniques*; agency policies & procedures.*

Skill in: operation of a personal computer & word processing, spreadsheet, database, presentation, & statistical package software.

Ability to: develop complex reports & position papers; use statistical analysis; communicate in speaking so intended audience will understand; establish effective working relationships; define problems, collect data, establish facts, draw valid conclusions, & synthesize solutions.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of graduate core program in industrial/organizational psychology.

-Or completion of undergraduate core program in industrial/organizational psychology; 1 year experience in job analysis & developing & validating assessments for the purposes of personnel selection.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Organizational Assessment Research Administrator	64635	EX	11/2/2014	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

1. Develops new systems for personnel selection including designing technical elements for the assessments & data analysis or evaluates vendor-developed systems & ensures compliance with legal & professional standards & provisions of applicable bargaining unit contracts.
2. Designs & conducts research studies for the purposes of job analysis, assessment validation & effectiveness, employee evaluation, employee development, or position classification (e.g., requesting position specific minimum qualifications or proposing changes to the class plan).
3. Develops specific strategies to address any potential leadership or workforce gaps issues based on strategic alignment, workforce analysis, competency modeling, gap analysis, & leadership potential assessment.
4. Recommends strategies to lessen the impact of institutional knowledge loss as employees retire or leave to maximize current talent utilization by closing leadership staffing & competency gaps/deficiencies.
5. Establishes personnel selection policies & procedures.
6. Plans section goals & objectives & addresses all administrative matters & issues.
7. Creates & provides personnel selection & evaluation training to agency staff (e.g., structured interview techniques, job analysis, item writing, goal writing).
8. Conducts individual assessments by interpreting various psychological tests to provide one-on-one feedback for career & personal development.
9. Coordinates selection programs with other personnel functions (e.g., classification & training).
10. Serves as technical expert to test developers.
11. Directs &/or conducts special short & long-range projects to improve the quality of assessments.
12. Collaborates with other agencies to improve assessment procedures.
13. Defends selection procedures in court.
14. Creates &/or reviews agency position descriptions.
15. Remains current on personnel selection & evaluation, organizational development, & other job relevant issues.
16. Writes technical reports summarizing research procedures & conclusions for various stakeholders (e.g., supervisors, hiring managers, other agencies, the general public, etc.).

OR

17. Does the preceding at the individual &/or organizational level & supervises staff.

MAJOR WORKER CHARACTERISTICS

Knowledge of: job analysis; principles of tests & measurements; law (employment); workforce planning; organizational development; employee development; management & supervisory principles & techniques; agency policies & procedures*; counseling (career, employment).

Skill in: operation of a personal computer & word processing, spreadsheet, database, presentation, & statistical package software.

Ability to: critically evaluate specific or systematic information to synthesize solutions for complex problems; use statistical analysis; comprehend & discuss highly abstract material (validation); communicate in speaking so intended audience will understand; establish effective working relationships.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of PhD core program in industrial/organizational psychology.

-Or completion of a graduate core program in industrial/organizational psychology; 1 year experience in job analysis & developing & validating assessments for the purposes of personnel selection.

-Or 1 year experience as Organizational Assessment Research Analyst, 64631.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May require travel.