

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Test Monitor

SERIES NO.:

6464

MAJOR AGENCIES: Administrative Services, Commerce,
Environmental Protection Agency, Job & Family Services,
Insurance, Rehabilitation & Correction

EFFECTIVE DATE:

02/26/2012

SERIES PURPOSE:

The purpose of the test monitor occupation is to administer tests & maintain control of testing sessions.

CLASS TITLE:

Test Monitor

CLASS NUMBER:

64641

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of agency testing programs & procedures & speech for effective communication techniques in order to administer tests (e.g., civil service or certification/licensing or inmate classification), control testing sessions & grade tests or monitor optical scanning of test answers.

CLASS TITLE: Test Monitor	CLASS NUMBER: 64641	BARGAINING UNIT: 09
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EFFECTIVE DATE:

03/26/1990

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.)

Administers tests (e.g., administers civil service examinations; administers tests for licensing/certification in variety of areas such as real estate, private investigation, auctioneers, fire prevention, insurance sales, water & wastewater operations; administers inmate classification tests; administers tests for determination of job skills), distributes examinations, renders verbal instructions & monitors test room for difficulties or unusual conditions & hand scores tests or monitors optical scanning of test responses; ensures confidentiality of test results.

Prepares, reviews &/or manages various types of test related reports &/or materials (e.g., prepares reports of test room problems; assembles test materials to be distributed; maintains files or records & confidential information pertaining to exams; reviews applications for basic requirements; records grades; prepares reports of test statistics; provides testing results to appropriate parties for interpretation; packs, loads & transports test materials & equipment to remote testing locations).

Performs various test related clerical tasks (e.g., prepares information or score cards for mailing; types & mails exam announcements & grade notifications; forwards grade notification &/or exam fees to appropriate department; ensures readiness of testing equipment; prepares equipment for handicapped; orders test supplies; reserves test room; schedules appointments for tests; advises interested parties of test programs &/or procedures) &/or non-test related miscellaneous tasks (e.g., prepares agenda for meetings; answers general questions regarding agency rules or procedures for non-testing programs; assists in maintaining non-test related records; acts as receptionist; types various materials).

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency testing program & procedures*; speech &/or effective oral communication; public relations; fractions, decimals & percentages. Ability to deal with problems involving several variables in familiar context; complete routine forms; check pairs of items that are similar or dissimilar; gather, collate & classify information about data, people or things; lift 25 lbs.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Formal education in English & arithmetic that includes reading, writing & speaking English & fractions, decimals & percentages; 1 course in speech or 3 mos. exp. in effective oral communication; 1 course or 3 mos. exp. in public relations; valid Ohio driver's license.

-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; may require overnight stay.