

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

Personnel Testing Specialist

**SERIES NO.:**

6467

**MAJOR AGENCIES:** Administrative Services,  
Bureau of Workers' Compensation, Job & Family Services**EFFECTIVE DATE:**

02/26/2012

**SERIES PURPOSE:**

The purpose of the personnel testing specialist occupation is to develop & validate civil service examinations.

At the lower levels, incumbents either learn procedures to perform job analysis & test development by assisting higher-level personnel testing specialist or independently conduct job analysis & develop & validate civil service examinations.

At the middle level, incumbents act as lead worker, consultant to & trainer for state & county agencies concerning construction & writing of civil service & professional exam exercises & review & monitor state & county test activities & exam in Ohio Department of Administrative Services only; or in Bureau of Workers' Compensation, incumbent consults with & trains management & staff regarding issues surrounding personnel assessment & selection, managerial upward evaluation projects, survey development & other related assessment, trains & updates personnel staff on use of instruments, provides direction & guidance to other unit testing staff, develops & maintains computerized test scoring, participant tracking & survey data compilation systems & develops & maintains computerized interview question bank.

At the managerial level, incumbents administer merit systems development section responsible for development, validation & administration of civil service examinations, minority recruitment, informal testing & employee training & supervise section supervisory/managerial personnel.

**CLASS TITLE:**

Personnel Testing Specialist 1

**CLASS NUMBER:**

64671

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The combined entry & developmental level class works under immediate supervision & requires working knowledge of industrial psychology & English grammar in order to observe & learn procedures for job analysis & test development & develop least complex examinations with complete instructions from supervisor.

**CLASS TITLE:**

Personnel Testing Specialist 2

**CLASS NUMBER:**

64672

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The full performance level class works under general supervision & requires considerable knowledge of industrial psychology in order to develop & validate civil service examinations of all complexity levels.

**CLASS TITLE:**

Personnel Testing Specialist 3

**CLASS NUMBER:**

64673

**EFFECTIVE DATE:**

03/07/2004

**CLASS CONCEPT:**

The advanced level class works under direction & requires through knowledge of industrial/organizational/personnel psychology to include topics of job analysis, interviewing & test validation & quantitative & statistical methods in order to act as lead worker (i.e., provide work direction & training) over & review, edit & proof exams developed by lower-level personnel testing specialists, act as TRAC key operator &/or administrator, act as consultant to state & county agencies regarding construction & writing of civil service & provisional exam exercises, to include review of civil service exams for validity, fairness & professional standard & make recommendations for revisions of exams, exam process, documentation & records, independently train state & county employees responsible for civil service examination development in group or on one-to-one basis & monitor state & county agency test activities & annual reports independently or as part of

decentralization compliance evaluation team (i.e., composed of representatives from various units in DAS Division of Human Resources scheduled to conduct on-site compliance visit; each member reviews documents related to his/or her assigned unit); or in Bureau of Workers' Compensation, to consult with & train management & staff regarding issues surrounding personnel assessment & selection, managerial upward evaluation projects, survey development & other issues pertaining to assessment &/or industrial/organizational psychology, train & update personnel staff in use of instruments, provide direction & guidance to other testing unit staff in job analysis process, scoring instruments, modifying & updating scoring keys & written instruments, programming document scanner, testing database & related testing activities, develop & maintain computerized test scoring, participant tracking & survey data compilation systems & develop, maintain & operate computerized interview question bank.

**CLASS TITLE:**

Personnel Testing Administrator

**CLASS NUMBER:**

64677

**EFFECTIVE DATE:**

06/22/1990

**CLASS CONCEPT:**

The managerial level class works under administrative direction & requires thorough knowledge of industrial psychology & personnel management in order to administer section of merit systems development responsible for development, validation & administration of civil service examinations, informal testing, minority recruitment & employee training, establish goals & objectives & supervise section managerial/supervisory personnel.

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| <b>CLASS TITLE:</b><br>Personnel Testing Specialist 1 | <b>CLASS NUMBER:</b><br>64671 | <b>BARGAINING UNIT:</b><br>14 |
|---|-------------------------------|-------------------------------|

**EFFECTIVE DATE:**

03/07/2004

**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.)**

Assists higher-level personnel testing specialist with job analysis activities in order to learn, observe & perform job analysis procedures (i.e., gathering of background information regarding classification to be tested; developing job analysis interview/questionnaire forms; administration of forms to selected job incumbents & supervisors to collect needed information; observation of non-job activities; discerning & listing of knowledges, skills & abilities enabling performance of job duties; writing specific tasks from employee duty statements; developing & distribution of traex rating scales for subject matter experts to rate frequency of occurrence & importance of duties, tasks, knowledges, skills & abilities, experience, education, courses & training; compilation of job analysis data onto tally forms using rating scales & computing statistics to determine point value mean & standard deviation; analyzing data based upon means & standard deviation for determination of critical tasks, KSA's, training & experience) & receives complete instructions for least complex test development assignments (e.g., non-professional, non-managerial, low-skilled classifications) to develop test plans based upon critical job dimensions (i.e., duties, tasks, KSA's), utilizing job analysis information (i.e., retrieves test items or questions & their statistics from computer files using video display terminal & determines item difficulty level & appropriateness for an examination; using textbooks, aforementioned job analysis data & advice from higher-level personnel testing specialist, writes job related test questions; compiles test items into booklet form to assist in &/or conduct items rating sessions/interviews with subject matter experts for them to rate item applicability to job; records &/or assists in recording incumbent item rating data onto tally forms; assists in &/or computes total point value, statistical mean & standard deviation of rated items & selects exam items based upon subject matter expert applicability ratings & computer statistics; writes traex portion (i.e., work experience, training, courses) of exam, using data; develops exam rough draft, key sheet, scope sheet, scope statement & hand-outs & submits to supervisor for editing & evaluation, receives detailed comments regarding needed corrections, has follow-up discussions & makes corrections; assigns new computer category code to new items for computer item bank entry; submits rough draft for Office of Research & Technical Support staff to assign numerical code within pre-decided category code; enters &/or assists in entering new item into computer bank; after exam administration, analyzes test statistics to discern, learn & perform revision of exam weaknesses).

Completes &/or assists in completion & maintenance of test log documentation consisting of all materials used in job analysis study & test development (e.g., writes narrative summary of activities, problems & analyzed statistical results; compiles, collates & classifies job analysis data); prepares &/or maintains various test related documentation (e.g., prepares monthly report of testing activity, prepares quarterly inventory reports, maintains inventory of testing supplies & equipment; maintains applicant test records; updates test catalogues).

Assists higher-level personnel testing specialists with special projects as assigned (e.g., assists in rendering physical agility tests for sheriff departments, assembles data for inter-state test exchange program, assists in presentations to special interest groups).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; job analysis activities (e.g., questionnaire & data collection form design)\*; speech &/or oral effective communication techniques; interviewing techniques\*; industrial psychology; English grammar, usage & sentence structure; job analysis methods (e.g., primoff, job elements, task analysis)\*; quantitative & statistical methods in psychology, to include measurement methods & descriptive statistics; personnel psychology to include topics of job analysis, interviewing, test validation & selection systems; agency-related testing policies, activities & procedures\*. Skill in equipment operation (e.g., typewriter; Cathode Ray Terminal or other video display terminal; programmable calculator)\*. Ability to deal with many variables & determine specific action; calculate fractions, decimals & percentages; present information effectively (e.g., when administering tests; when conducting job analysis interviews); gather, collate & classify information about data, people or things; use proper research methods in gathering data; cooperate with co-workers on group projects.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses or 9 mos. exp. in English, grammar, usage & sentence structure; 2 courses in any of following: personnel psychology, industrial/organizational psychology, quantitative & statistical methods in psychology, educational &

vocational appraisal, psychological testing, educational testing, guidance appraisal techniques, work evaluation techniques, tests & measurements, elementary mathematical statistics or 6 mos. exp. in use, administration, development or interpretation of tests or job analysis or use of statistical methods in problem-solving; 1 course or 3 mos. exp. in speech &/or effective oral communication techniques; 1 course or 3 mos. exp. in public relations; must be able to provide own transportation.

-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:**

Requires travel.

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| <b>CLASS TITLE:</b><br>Personnel Testing Specialist 2 | <b>CLASS NUMBER:</b><br>64672 | <b>BARGAINING UNIT:</b><br>14 |
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**EFFECTIVE DATE:**

03/07/2004

**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.)**

Receives complex test development assignments (e.g., professional, managerial, scientific &/or highly technical classifications or those which require technical expertise in specific operations of assigned agency) & independently develops/modifies challenging test plan, based upon job analysis rating data, to test critical KSA's (i.e., knowledges, skills & abilities) required on-job (e.g., retrieves stored test items or questions & related statistics from computer terminal; analyzes item statistics to determine difficulty level & examination appropriateness; writes various job-related test questions of multiple choice, true-false, critical/incident type utilizing textbooks & job analysis data; compiles potential test items into booklet form, distributes & conducts item-rating sessions/interviews with subject matter experts, including incumbents, supervisors & section heads, for them to rate item applicability to job; records resulting item-rating data onto tally forms & computes statistical mean & standard deviation of rated items; selects examination items based upon computer statistics & subject matter ratings of applicability; writes traex examination [i.e., work experience, education, training courses]; develops & writes structured interview exam; develops exam rough draft, key sheet, scope sheet, scope statement & required handouts for submission to supervisor for editing & corrects per supervisor's suggestions; assigns new computer category code to new items for computer item bank entry; submits rough draft for research & technical support staff to assign numerical code within predetermined category code; enters new items into computer bank; after exam administration, scores exam papers to produce rosters & statistics; analyzes test statistics to revise exam weaknesses).

Independently conducts job analysis procedures (i.e., gathers background information regarding classification to be tested, develops job analysis interview/questionnaire or job familiarization form, containing questions such as length of time in class, previous experience needed, daily duties & related time percentages & duties learned on-job; arranges interviews through & explains job analysis & test development procedures to agency personnel officers; observes work activities of selected job incumbents & interviews & administers forms to incumbents & their supervisors to obtain & determine general duties & specific tasks including job domain, performance dimensions including knowledges, skills & abilities or KSA's needed in task performance & types of experience, education & training contributing to successful job performance; assembles interview/questionnaire information onto worksheets, grouping similar duties, tasks, KSA's, education & experience, links critical job tasks to KSA's needed for successful completion of job tasks, using independent judgment including inference process, category code to new items for computer item bank entry; submits rough draft for research & technical support staff to assign numerical code within predetermined category code; enters new items into computer bank; after exam administration, scores exam papers to produce rosters & statistics; analyzes test statistics to revise exam weaknesses).

Completes & maintains test log documentation consisting of all materials used in job analysis study & test development & writes narrative summary of activities, problems & analyzed statistical results; identifies existing pre-validated selection instruments to utilize for civil service examination & evaluation of applicant skill level.

Completes assigned special projects (e.g., revises civil service tests to meet needs of persons who are blind &/or deaf; confers with Ohio State University regarding proper testing procedures for individuals who are handicapped; speaks before special interest groups such as Deaf Advisory Committee; develops structured interviews) & implements prearranged & predeveloped training (i.e., developed by supervisor) or provides guidance & monitoring to lower-level personnel testing specialists in job analysis & test development procedures as assigned; attends necessary training seminars & staff meetings as assigned.

In Ohio Department of Administrative Services, using predeveloped training, assists in training state & county employees responsible for test development on one-to-one or group basis in job analysis, test development, administration, scoring & record-keeping; assists in committee to timetable state & county testing program if assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; agency related job analysis activities & procedures (e.g., questionnaire & data collection form design); speech & effective written communication techniques; interviewing techniques; English grammar, usage & sentence structure; job analysis methods (e.g., job-element, WRIPAC task analysis, interview-observation); personnel psychology, to include topics of job analysis, interviewing & test validation, industrial/organizational psychology; quantitative & statistical methods in psychology to include measurement methods & descriptive statistics; agency related

test development procedures; employee training & development\*; TRAC software scoring & item banking systems. Skill in equipment operation (e.g., personal computer or video display terminal; programmable calculator). Ability to deal with many variables & determine specific action; interview & present information effectively; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; write valid, job-related test items for civil service examinations.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

9 mos. exp. as Personnel Testing Specialist 1, 64671; must be able to provide own transportation.

-Or 9 mos. paid work exp. in comparable position involving independent development & validation of content &/or empirical examinations; must be able to provide own transportation.

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

**UNUSUAL WORKING CONDITIONS:**

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|---|-------------------------------|-------------------------------|
| <b>CLASS TITLE:</b><br>Personnel Testing Specialist 3 | <b>CLASS NUMBER:</b><br>64673 | <b>BARGAINING UNIT:</b><br>14 |
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**EFFECTIVE DATE:**

03/07/2004

**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.)**

In Ohio Department of Administrative Services (i.e., DAS) only, acts as lead worker over (i.e., trains & updates staff; sets pace; assists & reminds staff of programmatic responsibilities to meet target dates of assessment unit's work; takes staff into field & acts as senior analyst & monitor while consulting with state & county agencies), in assigned program areas (e.g., job analysis, WRIPAC task analysis, test construction, TRAC test system procedures, test scoring, test scheduling &/or test administration), & reviews, edits & proofs exams developed by lower-level personnel testing specialists, acts as TRAC key operator &/or system administrator, holds test reviews with applicants, acts as consultant to state & county agencies regarding construction & writing of civil service & provisional exam exercises, independently trains state & county employees responsible for civil service examination development in job analysis, test development, administration, scoring & record keeping in group or on one-to-one basis, reviews state & county developed civil service examinations for validity, fairness & professional standards & makes recommendations for revision of exams, examination process, documentation & records & monitors state & county agencies test activities & annual reports to determine compliance with civil service laws & rules (e.g., independently or as part of decentralization compliance team, visits agencies & reviews test records; interviews agency testing staff; collects data & makes judgment regarding compliance) & summarizes information & creates reports of findings & recommendations;

OR

In Bureau of Workers' Compensation only, consults with & trains management & staff regarding issues surrounding personnel assessment & selection (e.g., interview development; skills demonstrations; assessment of job applicant qualifications), managerial upward evaluation projects, survey development & other issues pertaining to assessment &/or industrial/organizational psychology, trains & updates personnel staff on use of instruments (e.g., training, education & experience questionnaires; qualifications assessment in order to rank qualifications of candidates), provides direction & guidance to other testing unit staff in job analysis process, scoring instruments, modifying & updating scoring keys & written instruments, programming document scanner, testing database & related testing activities, develops & maintains computerized test scoring, participant tracking & survey data compilation systems & develops, maintains & operates computerized interview question bank.

Independently constructs civil service, provisional & proficiency interviews, in-baskets, physical agility, skill demonstration &/or evaluation of education, training & experience examinations to assess knowledges, skills & abilities required on job; independently constructs civil service, provisional & proficiency written examinations (e.g., writes new test items; retrieves computer-stored test items or questions & related statistics; analyzes item statistics to determine difficulty level & examination appropriateness; writes various types of job related exam exercises; completes potential test items into booklet form; distributes & conducts item-rating sessions/interviews to rate item applicability; develops exam rough draft, key sheet & related documents for supervisor's review & approval; assigns computer item bank entry; enters new items into computer bank; arranges for printing of test with copy center) & after examination is administered, analyzes test statistics to revise exam weaknesses; conducts research to identify alternate test procedures that may have less disparate impact & recommends procedures, for supervisor's approval, to be used as civil service tests as per 1978 Federal Guidelines; or in Bureau of Workers' Compensation, develops selection/promotion structured interviews for unclassified, exempt & bargaining unit employees, reviews & approves structured interviews submitted by management, develops & maintains assessment tools used in conjunction with proficiency tests &/or structured interviews, develops proficiency & civil service examinations & modifies existing assessment tools as needed based upon participant feedback &/or statistical analysis.

Independently conducts job analysis procedures; completes & maintains test log documentation & writes narrative summary of activities, problems & analyzed statistical results; in Bureau of Workers' Compensation, coordinates, administers, analyzes & reports results of BWC civil service tests (e.g., coordinates posting of civil service tests with DAS' representatives; assists testing unit staff in contacting & responding to test applicants; coordinates testing sites; guides onsite test administration procedures; collects & secures participant data; scores civil service tests; performs statistical analysis on test data; calculates extra credit for veteran status; rank-orders test scores; reports test results to DAS' certification unit.

Participates in planning state & county exam schedules which result in test development, test administration & test scoring

work programs; completes special projects (e.g., revises civil service exams to meet needs of persons having visual &/or hearing disabilities; confers with representative from Ohio State University regarding proper test procedures for individuals having disabilities); handles test exchange program with other public jurisdictions (e.g., state universities & other states); administers civil service & provisional exams to applicants; scores exams & assist in preparing results from exams to include those for examinee & certification unit; participates in meetings, programs, classes, courses & seminars & independently studies personnel testing & industrial/ organizational psychology literature to update professional knowledge & skills; represents BWC's personnel department by acting as member of interview panel to determine final candidate for selection, responds to inquiries from applicants & other customers regarding assessment issues & performs other related activities as assigned in BWC only (e.g., develops agency-wide training material; develops & conducts surveys such as customer service & cultural diversity for human resources or other division; conducts divisional upward evaluations; updates management reports detailing activities; acts as subject matter expert for external organizations; keeps abreast of topics pertinent to industrial/organizational psychology).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of public relations; agency related test development procedures & job analysis activities & procedures (e.g., questionnaire & data collection form design; WRIPAC task analysis); speech & effective writing communication techniques; interviewing techniques; English grammar usage & sentence structure; job analysis methods (e.g., job - element WRIPAC task analysis, interview, observation); industrial/organizational personnel psychology to include topics of job analysis, interviewing & test validation;

quantitative & statistical methods in psychology to include measurement methods & descriptive statistics; Ohio civil service laws & rules & federal selection guidelines; TRAC software (i.e., applicant tracking, scoring & item banking systems). Skill in use of equipment (e.g., personal computer, programmable calculator). Ability to deal with many variables & determine specific action; interview & present information effectively; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public; develop valid, job related test items for civil service & provisional examiners; develop reports.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

12 mos. exp. as Personnel Testing Specialist 2, 64672; must be able to provide own transportation.

-Or 12 mos. paid work exp. in position comparable to Personnel Testing Specialist 2, 64672 that involved conducting independent job analysis & development & validation of content valid &/or empirical examinations; must be able to provide own transportation.

-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:**

Requires travel.

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|---|--------------------------------------|--------------------------------------|
| <b><u>CLASS TITLE:</u></b><br>Personnel Testing Administrator | <b><u>CLASS NUMBER:</u></b><br>64677 | <b><u>BARGAINING UNIT:</u></b><br>EX |
|---|--------------------------------------|--------------------------------------|

**EFFECTIVE DATE:**

06/22/1990

**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 activities of merit systems development section responsible for development, validation & administration of civil service examinations, informal testing, minority recruitment & employee training, plans section goals & objectives, addresses all administrative matters & issues (e.g., identifies & resolves operational problems; resolves employee disputes & grievances, prepares &/or approves personnel paperwork) in conjunction with staff, coordinates activities of section's sub-units to maximize efficiency & achievement of goals, establishes unit priorities, trains immediate staff & ensures training is afforded to all section personnel, ensures section activities are in compliance with selection laws & guidelines, prepares section budget & supervises all section managerial/ supervisory personnel.

Meets with various federal, state, county & municipal governmental representatives to obtain, provide or exchange information & advice; testifies in court cases or before regulatory boards, makes depositions or provides information to legal representatives pertaining to section functions.

Prepares/oversees preparation of reports; participates in training programs; attends meetings & conferences, serves on various committees (e.g., summer youth employment) & works on special projects (e.g., performance review development).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of management; supervisory principles/techniques; agency-related job analysis activities & procedures; agency-related test development activities & procedures; employee counseling; public relations; test construction principles or general principles & techniques for construction & utilization of tests (e.g., item-writing, item analysis, reliability & validity); English grammar, usage & sentence structure (e.g., basic writing, English composition, English language study, traditional grammar & usage); job analysis methods (e.g., job-element, task analysis, interview-observation); personnel psychology to include topics of job analysis, interviewing & test validation; quantitative & statistical methods in psychology to include measurement methods & descriptive statistics; industrial/organizational psychology; editing procedures\*; speech & effective written communication techniques; employee training & development. Skill in equipment operation (e.g., Cathode Ray Terminal or other computer terminal; programmable calculator). Ability to deal with many variables & determine specific action; write &/or edit testing materials for civil service examinations; gather, collate & classify information about data, people or things; establish friendly atmosphere as section administrator.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate major core program in industrial psychology or human resource management; 12 mos. trg. or 12 mos. exp. in general management; 12 mos. exp. in independent development & validation of empirical &/or content examinations.

-Or 36 mos. paid work exp. involving independent development & validation of empirical &/or content examinations; 12 mos. trg. or 12 mos. exp. in general management.

-Or 12 mos. exp. as Personnel Testing Supervisor 2, 64676.

-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:**

Not applicable.