

**TEST DEVELOPMENT AND VALIDATION SPECIALIST II****NATURE OF WORK IN THIS CLASS:**

This is moderately complex public personnel work involved in the development and validation of selection devices and other criteria to select and retain individuals for government employment.

Employees in this class participate in complex technical duties under close supervision.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts test validation studies using content or criterion-related validity method on a variety of technical, clerical and labor and trades positions.

Develops paper and pencil, performance, and oral examinations.

Participates in computing and interpreting reliability estimates of various tests measuring human knowledge, abilities and performance.

Analyzes the score results of examinations to obtain measures of central tendency and variability.

Conducts readability analysis on various documents to ensure test content reading level corresponds with job content reading level.

Conducts item analysis on various examinations.

Participates in complex test validation studies.

Administers paper and pencil, performance and oral examinations.

Responds to applicant or employee's inquiries on applicable personnel/equal employment opportunity policies, procedures, laws, rules and regulations.

Prepares memoranda and other correspondence on all subject regarding personnel selection and related.

Prepares technical reports on job analysis and test development studies.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, practices and techniques of public personnel administration.

Ability to apply the principles, theory and practices of test validation and personnel selection procedures.

Ability to apply the test validation methods of content and criterion-related validity.

Ability to apply and use statistical analysis on test data.

Ability to apply and make decisions in accordance with Federal and Government of Guam Employment Laws, Personnel Rules and Regulations, policies and other appropriate program guidelines.

Ability to apply job analysis methodologies.

Ability to learn basic procedures in the electronic processing of data.

Ability to gather and analyze data and provide technical recommendations.

Ability to work effectively with the public and employees.

Ability to write technical and comprehensive reports and correspondences.

Ability to communicate effectively, orally and in writing.

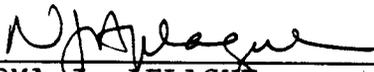
Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- (a) One year of specialized experience in the development and validation of tests for employment measuring human abilities or human performance including the statistical analysis of data, and graduation from a recognized or accredited college or university with a Bachelor's degree in Psychology, Personnel Management, Business Administration or Public Administration, including one college course in Introductory Statistics.

ESTABLISHED: May, 1988

PAY RANGE: 42

  
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NORMA G. AFLAGUE  
Executive Director  
Civil Service Commission