

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

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

Employees in this class perform complex test validation work independently on an ongoing basis and participates in the full range of complex technical duties under minimal 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.)

Develops and maintains valid selection devices for the Government of Guam using the content, criterion-related, or construct validation methodology.

Develops and validates a variety of valid selection devices (i.e. paper and pencil test, performance test, oral interview test, supplemental application forms and crediting plans, work sample tests, selection interview questions and rating scales, minimum qualification requirements, assessment center exams, etc.) for all levels of position based on job analysis results and using a variety of test development techniques.

Conducts job analysis studies on a variety of technical, professional, administrative, clerical, labor and trades, etc., positions in order to identify critical work and worker characteristics necessary for successful job performance.

Determines raw cutoff scores for all selection devices developed using various pass-point methods and transmutes new raw test scores to 70-100 point scale.

Conducts readability analysis studies using appropriate readability analysis methods on various written materials used in the position to determine reading level (ease of difficulty) in order to match text content readability with job content readability.

Conducts item analysis studies in order to determine the item difficulty index, item discrimination index or other item characteristic measures of multiple choice test items.

Conducts reliability estimates on examinations using various reliability estimate methods to determine the internal consistency, test-retest or other reliability estimates of a measurement device.

Prepares statistical data compiled from criterion-related validity studies or other studies for computer analysis. Analyzes and interprets the statistical indices i.e. correlations, reliability estimates, item analysis means, standard deviations, variance, etc.. Evaluates the statistical significance of the analysis results.

Conducts work planning and performance evaluation training sessions, assessment center candidate and assessor training sessions, or other training workshops as required.

Administers applicable personnel/equal employment opportunity policies, procedures, laws, rules and regulations.

Orientates test monitor on proper procedures for administering examinations on newly developed examinations for proper administration and grading.

Orientates test panel participants on proper evaluation of candidates and use of rating scales.

Develops and maintains examination records and filing systems.

Coordinates with department/agency heads for test validation or other personnel projects.

Prepares job analysis and test development reports on job analysis studies conducted on selection devices developed.

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

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and methods of test validation.

Knowledge of intermediate statistics.

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

Ability to apply the different test validation methods including content, criterion-related, and construct validation.

Ability to apply job analysis methodologies to determine critical job/worker characteristics for successful job performance.

Ability to apply statistical theories/formulas when validating selection devices.

Ability to apply Federal Guidelines on Employment Selection Procedures and related professional standards.

Ability to administer pilot tests and measurements relating to personnel selection.

Ability to apply quantitative procedures to aptitude, achievement, and performance tests.

Ability to interpret, apply and make decisions in accordance with personnel laws, rules, regulations, policies and other appropriate guidelines.

Ability to gather and analyze facts and recommend appropriate action or solutions to personnel management problems.

Ability to prepare comprehensive validity studies and reports.

Ability to use electronic data processing such as the Statistical Package for the Social Science for statistical analysis of data.

Ability to work effectively with the public and employees.

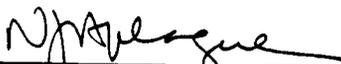
Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Three years of specialized experience in the development and validation of tests for employment measuring human abilities or human performance and in 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 Tests and Measurements.

ESTABLISHED: May, 1988

PAY RANGE: 48



NORMA J. AFLAGUE
Executive Director
Civil Service Commission