

ISSUED: 6/93

8/91 & 3/88

CLASS

SALARY

SCHEDULE: B

CODE: PN330

SALARY

EEO

GRADE: 10

CODE: 30

FLSA: Non-Exempt

E-

CLASS: PN

TITLE: Psychometric Service Officer I

UNION: P&A – Local 1979, U.A.W

## **POSITION PURPOSE**

Oversee and administer individual and group standardized testing by instructing and monitoring University proctors in proper testing methods to ensure compliance with professional psychometric guidelines. Position duties require the application of specialized skills which can be acquired through a combination of job-related training and considerable on-the-job experience.

## **ESSENTIAL JOB FUNCTIONS**

- Administer individual and group test programs. Train proctors in testing procedures, distribute test materials, advise registrants on testing procedures and maintain standardized testing conditions. Utilize skills acquired through job-related training and on-the-job experience, as well as persuasiveness and sensitivity in overseeing testing situations.
- Score and analyze test data of various University and industry exams and evaluations. Tally test results using electronic and optical scoring machines. Manipulate scoring instruments to allow faculty to select weighting of test questions. Prepare statistical interpretation of test results.
- Supervise, train and assign work to non-exempt clerical and temporary support staff in test administration and data entry activities. Ensure testing situations are in compliance with professional psychometric guidelines.
- Provide host facilities and proctors for the administration of national and international standardized tests. Receive, record, store and return test instruments; register and instruct students on test administration; provide secure testing and storage facilities; provide accurate proctoring of exams.
- Administer special sessions for industry contracted and testing of the disabled. Provide secure, standardized testing facilities; accommodate special needs of students with disabilities wishing to be tested; score and analyze test results according to industry requests.
- Answer inquiries and resolve problems regarding test administration, methods and procedures for students, faculty, counselors and outside organizations. Maintain testing calendar; access database for test results and statistical analysis; ensure proper disposal of confidential testing material.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

### **ADDITIONAL COMMENTS**

This level requires specialized non-theoretical skills coupled with the ability to understand and administer individual and group standardized tests according to professional psychometric standards. Work activities are dictated by established procedures, but require incumbent to apply these procedures to differing sets of circumstances, some of which may include the search for new applications of procedures. Incumbents provide instruction and guidance to students, faculty, non-exempt clericals and industry personnel in the administration, scoring and analysis of tests. This classification reports to and receives work direction from a higher level professional or management level classification, i.e. Psychometric Services Officer II, Manager, Director, etc.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a degree in psychology or related field or equivalent combination of education and/or experience.
- Some experience in group test administration.
- Some experience with computer peripherals.
- Some knowledge of statistics.
- Ability to communicate effectively with others.
- Typically, incumbents have held positions which require test proctoring.