

ISSUED: 6/93

8/91 & 3/88

SALARY

CLASS

SCHEDULE: B

CODE: PN331

SALARY

EEO

GRADE: 11

CODE: 30

FLSA: Non-Exempt

E-

CLASS: PN

TITLE: Psychometric Service Officer II

UNION: P&A – Local 1979, U.A.W

## POSITION PURPOSE

Supervise psychometric services, activities and operations in order to provide individual and group testing services to the University community and outside organizations while adhering to professional psychometric standards. Position duties require the application of highly specialized skills which can be acquired through a combination of job-related training and considerable on-the-job experience in test administration and staff supervision.

## 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 the ability to understand, influence and motivate people in overseeing testing situations.
- Supervise, train and assign work to non-exempt clerical and temporary support staff in test administration and data entry activities. Select, train and supervise Student Assistants and proctors. Supervise and prioritize work of exempt personnel administering and scoring tests.
- Oversee scoring and analysis of test data for 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.
- Provide host facilities and proctors for the administration of national and international standardized tests. Oversee receipt, recording, storage and return of test instruments; register and instruct students on test administration; provide secure testing and storage facilities; provide accurate proctoring of exams.
- Oversee administration of special sessions for industry contracted and testing of the disabled. Provide secure, standardized facilities; accommodate special needs of with disabilities students wishing to be tested; score and analyze test results according to industry requests; process billing for testing and analysis services rendered.
- Answer inquiries and resolve problems regarding test administration, methods and procedures for students, faculty, counselors and outside organizations. Oversee maintenance of testing calendar; access database for test results and statistical analysis; ensure proper disposal of confidential testing material; prepare monthly revenue and expenditure reports.

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.

- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This level requires highly specialized non-theoretical skills with the ability to understand, influence, motivate and supervise others in the administration of individual and group standardized tests according to professional psychometric guidelines and to oversee the work of others. Work activities demand the application of many procedures to differing situations and offer the incumbent latitude in determining the sequence in which these procedures should be applied. Situations may also require the search for new applications of procedures and the establishment of new priorities. Incumbents provide instruction and guidance to students, faculty and industry personnel in the administration, scoring and analysis of tests. Supervision is exercised over lower level professional, clerical and temporary staff positions. This classification reports to and receives work direction from a management level classification, i.e. Manager, Director, Dean, 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.
- Considerable experience in group test administration.
- Considerable experience with computer peripherals.
- Considerable knowledge of statistics.
- Some supervisory experience.
- Ability to communicate effectively with others.
- Typically, incumbents have held Psychometric Services Officer I positions.