

TITLE: <u>Psychometric Security Officer</u>	SALARY	8/91& 3/88
	SCHEDULE: <u>B</u>	CLASS
UNION: <u>P&amp;A – Local 1979, U.A.W</u>	SALARY	CODE: <u>PN332</u>
	GRADE: <u>9</u>	EEO
	FLSA: <u>Non-Exempt</u>	CODE: <u>30</u>
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		CLASS: <u>PN</u>

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## **POSITION PURPOSE**

Coordinate the activities required to provide secure materials and facilities for individual and group testing and administer selected tests in accordance with established guidelines and standards. Work activities require some specialized knowledge of a specific discipline or the operational activity of an assigned area.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinate the acquisition, storage, and supply of tests and test related materials in compliance with psychometric standards to ensure secure test delivery. Order materials and maintain inventory of local and national testing instruments in paper and computer based formats; verify receipt of materials, procedures and instructions and complete requisite paperwork.
- Provide and disburse materials to safeguard tests and facilitate equitable testing conditions. Prepare tests and materials for exam administrators, provide ancillary materials (e.g., seating charts, recording materials).
- Coordinate the distribution of testing agency score reports to University officials in both paper and electronic formats. Troubleshoot and serve a liaison to Department management regarding problem situations.
- Serve as test administrator for individual and group for paper based and computer based tests. Schedule tests, collect fees, receive test materials, proctor exams, and collect and return tests.
- 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 established guidelines.
- Administer special sessions for industry contracts and other specialized University programs.
- Coordinate the distribution and return of secure and ancillary test materials, including the payment of exam fees related to the testing of students with disabilities.

- 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 entry level classification requires specialized non-theoretical skills to provide staff support for psychometric operations. Work activities are dictated by established procedures and may require incumbents to provide instruction and guidance to students, faculty, non-exempt clericals and industry personnel in the administration 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 knowledge of standardized test procedures.
- Analytical and problem solving skills.
- Some experience with computer peripherals.
- Ability to communicate effectively with others.

