

		ISSUED:
TITLE: Senior Psychometric Service Officer	SALARY SCHEDULE:	CLASS CODE: PN333
UNION: P&A – Local 1979, U.A.W	SALARY GRADE: 12	EEO CODE: 30
JOB GROUPING: Psychometrics	FLSA: Non-exempt	EMPLOYEE CLASS: PN

POSITION PURPOSE

Plan, coordinate and administer varied and complex individual and group testing programs for the university community as well as outside organizations to ensure compliance with professional and sponsoring organization standards and guidelines. Serve in a leadership capacity as a resource and subject matter expert regarding departmental policy and operations.

ESSENTIAL JOB FUNCTIONS

- Oversee and administer individual and group test programs. Conduct logistics and staging analysis, train proctors in testing procedures, distribute test materials, advise registrants on testing procedures and maintain standardized testing conditions.
- Fulfill a leadership role by serving as subject matter expert on departmental operations and programs. Evaluate, recommend and implement new policy and procedures; serve as a resource for problem resolution and policy interpretation and participate on university wide committees.
- 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 and provide functional supervision to professional personnel.
- Oversee scoring and analysis of test data for various University and industry exams and evaluations. Supervise data cleansing activities and scan, score and report results. Manipulate scoring instruments to allow faculty to select weighting of test questions and 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 testing. 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.

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.

- 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.
- 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 the most complex individual and group standardized tests according to professional psychometric guidelines. Work situations require the search for new applications of procedures and the development of new policy and procedures. Incumbents provide a professional presence and leadership role in the department and 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 the administration of complex group and individual testing.
- Excellent analytical and problem solving abilities.
- Considerable experience with computer based testing.
- Considerable knowledge of statistics.
- Considerable supervisory experience.
- Ability to communicate effectively with others.
- Typically, incumbents have held Psychometric Services Officer positions.

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