

City of Dallas
Classification Specification

Title:	Test Validation Specialist	Class Code:	20150
Application:	Career Series	Pay Grade:	J
Supplemental/Code:	Administrative/1	Established:	10/01/2014
FLSA Status:	Exempt	Revised:	

Position Purpose:

Provides advance expertise in personnel testing to include development, validation, maintenance, administration, and the use of personnel selection instruments to ensure promoting and hiring are completed in accordance with merit principles, legal statutes, and psychometric guidelines.

Essential Functions:

1. Conducts job analyses that include, background research, site observations, interviews, focus groups, questionnaire development, and administration.
2. Develops selection instruments and rating systems used to assess job competency requirements for employment hiring and promotions.
3. Conducts statistical analyses to determine psychometric properties regarding test validity, reliability, adverse impact, and test questions.
4. Evaluates assessment tools for technical soundness and legal defensibility.
5. Develops and validates personnel selection instruments including written examinations and assessment centers.
6. Plans and administers examinations at assessment centers.
7. Maintains working relationships with other city departments to develop and validate selection tools.
8. Serves as liaison between testing consultants and city personnel to facilitate the development and administration of selection instruments.
9. Ensures compliance with federal and state regulations.
10. Develops and delivers training to internal and external customers.
11. Continuously evaluates ongoing processes and procedures to ensure compliance with federal and legal guidelines.
12. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of employment laws and regulations governing the employment assessment and selection process.

Knowledge of Civil Service guidelines that govern the hiring and testing process for City positions.

Ability to analyze data and provide recommendation.

Knowledge of employment test and assessment design and development methods and practices.

Knowledge of federal and state laws and City personnel regulations, policies, and practices including principles of management and supervision.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Strong interpersonal and communication skills.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Knowledge of PC software and applications.

Strong presentation skills in a classroom or meeting situation.

Working Conditions and Hazards:

Work performed under normal office conditions. However, performing job analysis fieldwork or administering performance tests may present some physical challenges and hazards due to active involvement with individuals at different work settings.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.