

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
PRINCIPAL TEST ADMINISTRATION SPECIALIST - 1723

DEFINITION:

Under direction, to plan and coordinate, through subordinate supervisors, the specialized clerical functions of a centralized personnel testing center; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises the day-to-day operations of clerical work units in a centralized personnel testing center;
- Resolves personnel and disciplinary problems;
- Establishes, implements, and interprets policies and procedures;
- Schedules proctoring personnel to ensure adequate staffing levels at exam sites;
- Plans clerical operations to maintain proper workflow;
- Maintains a pool of part-time proctoring staff;
- Enters, modifies, and reviews exam and applicant data in a computerized applicant and exam information database;
- Coordinates exam priorities, sensitive exams, special applicant sign-up processes, and computerized personnel system issues with professional staff;
- Checks forms for completeness and readiness for machine scanning;
- Scores test papers by hand and computerized scanning machine;
- Prepares and organizes exam materials and supplies;
- Proctors Civil Service exams at various locations by organizing, planning, and developing procedures, providing directions and instructions, distributing and accounting for exam materials, and responding to questions from candidates;
- Develops proctoring instructions, applicant notification forms, and other test related materials;
- Via computer, generates and checks rosters and/or notices for application rejections, exam dates, and final exam results;
- Assists the public, in person or by telephone, by providing detailed information regarding application procedures, eligibility requirements, exam processes, and other employment related information for the City of San Diego;
- Provides input to Exam analysts regarding recruiting and test administration;
- Reviews employment applications and attached documentation to determine applicant eligibility;
- Types exam related materials and documents;
- Reviews reports and records for accuracy and completeness;
- Prepares minor administrative studies;
- Files exam related documents, including employment applications, test papers, and eligibility lists;
- Oversees and participates in the fingerprinting of employees, volunteers, and new hires;

*** EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

- Schedules exams and prepares contract agreements for exam facility rentals;
- Compiles statistical and other historical exam information, as requested;
- Assists in recruiting efforts by attending job fairs, making presentations to police recruiters, and making other presentations to City employees and the general public;
- Selects, assigns, trains, and rates the work performance of subordinates;
- Performs related duties.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Four years of full-time clerical experience, including two years of full-time experience performing the full range of test administration/proctoring duties at a centralized government personnel agency. Possession of a typing certificate indicating the ability to type at a corrected speed of 30 words per minute.