

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR TEST ADMINISTRATION SPECIALIST - 1852**

**DEFINITION:**

Under direction, to plan, direct, and supervise staff who perform specialized and complex clerical duties, and to participate in those duties, in a centralized personnel testing center; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Trains, checks, and corrects the work of subordinate staff, both in the office and in the field;
- Schedules proctoring personnel to ensure adequate staffing levels at exam sites;
- Supervises proctoring staff;
- Supervises and participates in the fingerprinting of employees, volunteers, and new hires;
- 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;
- 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;
- Files exam related documents, including employment applications, test papers, and eligibility lists;
- Schedules exams and prepares contract agreements for exam facility rentals;
- Coordinates the printing of test booklets;
- Compiles statistical and other historical exam information as requested;

\* **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.

- Assists in recruiting efforts by attending job fairs, making presentations to police recruiters, and making presentations to City employees and the general public;
- Selects, assigns, trains, and rates the work performance of subordinates;
- Follows established procedures for entering information and fingerprinting employees, volunteers, and new hires;
- 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>.

Three years of full-time clerical experience, including one year of full-time experience performing the full range of test administration/proctoring duties in a centralized government personnel agency. The ability to type at a corrected speed of 30 words per minute. Possession of a valid California Class C Driver License.