

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**PRINCIPAL TEST ADMINISTRATION SPECIALIST**

**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 and at the Employment Information 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 work flow;
- 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;
- 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 Announcement for updated minimum qualifications.

Four years of clerical experience, including one year of experience supervising a clerical staff performing the full range of testing/proctoring duties in a central personnel agency. The ability to type at a corrected speed of 30 words per minute.

\* **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.