

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SENIOR TEST ADMINISTRATIVE SPECIALIST

DEFINITION:

Under direction, to plan, direct, and supervise a 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 Employment Information Counter staff;
- Plans clerical operations to maintain proper work flow;
- Maintains a pool of part time proctoring staff;
- Enters, modifies and review 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;
- Complies 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.

Three years of clerical experience, including one year of experience 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.