

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
TEST ADMINISTRATION SPECIALIST

DEFINITION:

Under general supervision, to perform specialized and complex clerical duties in a centralized personnel testing center; to establish Civil Service eligible lists; and to perform related work.

*** EXAMPLES OF DUTIES:**

- 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 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;
- Acts in a lead capacity by training, checking and correcting work of other clerical staff, both in the office and in the field;
- 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;
- 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;
- Assists in recruiting efforts by attending job fairs, making recruiting presentations to police recruiters and making other presentations to City employees and the general public;
- 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.

Satisfactory completion of the Critical Tasks identified in the Personnel Department Critical Task Phase Training for career advancement to Test Administration Specialist. 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.