

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2401000

Senior License Examination Specialist, Grade 18 2401000
Associate License Examination Specialist, Grade 23 2401200

Brief Description of Class Series

License Examination Specialists plan, manage, and monitor a range of professional and technical license examinations. They provide outreach, education, technical assistance and advice to individuals seeking to obtain professional licensure. Positions are classified at the Department of Financial Services and the Department of State.

Distinguishing Characteristics

Senior License Examination Specialist. full performance level; performs the full range of activities related to licensure examination, application review, and audit of records related to organizations for licensed professions and trades.

Associate License Examination Specialist. first supervisory level; works with individuals and organizations to provide guidance and ensure compliance with licensing examination and continuing education program requirement.

Related Classes

Education Credentials Specialists review and evaluate applications for professional licenses, teaching certificates or related credentials for compliance with New York State requirements. Positions provide information on education Law and regulations pertaining to teacher certification and/or licensure qualifying programs, professional licensure and/or professional practice entities.

Illustrative Tasks

Senior License Examination Specialist

In the Department of State (DOS), License Examination Bureau, these positions perform activities associated with written or practical examination or curriculum development and educational standards.

- Develop and administer written and practical examinations as required by various statutes governing occupations regulated by DOS; recommend type of selection device to be used and areas to be covered in examination questions; and develop study guides.
- Validate individual questions and entire examinations and perform basic reliability studies to ensure that exams correctly assess necessary knowledge and skills of the licensees; perform item analysis on question and recommend changes; prepare information for appeals; monitor data on test results using various statistical tools and analyze findings.
- Research recent developments in occupational fields, methods of testing and techniques; review proposed legal changes and recommend any necessary changes in test methods; coordinate the resolution of issues related to vendors of services.
- Assist in administration and coordination of the examination process; conduct examination reviews and instructional seminars for proctors and examiners; develop informational materials to explain the examination process to students and teachers; assist in recruiting translators and coordinate the preparation of written and practical examinations in languages other than English.
- Analyze examination questions and language used for possible adverse impact; research applicable rules and regulations to clarify subject matter; and prepare reports on examination processes, statistics, and effectiveness.

In the Department of Financial Services, Licensing Bureau, these positions review applications from organizations seeking continuing education program authorizations for agents, brokers, and other producers of insurance products.

- Audit applications submitted for approval of courses and instructors in the continuing education programs; ensure complete and correct applications are submitted according to agency criteria; examine credentials of the organizations and instructors and either approve the application or notify applicant of deficiencies in applications.

- Examine renewal applications for completeness, up-to-date course content, and appropriate instructor credentials; and prepare written recommendations relating to the approval or disapproval of applications.
- Perform field audit of provider organizations and their subsidiaries' offering of continuing education courses; make unannounced visits in courses offered in connection with continuing education programs to evaluate methods, financial records, and curriculum.
- Review provider organizations and their subsidiaries' financial records to ensure that they are maintained according to legal requirements; investigate funding payments for appropriateness; ensure account reconciliation in compliance with approved procedures; and report on findings.
- Investigate organizations found to be non-compliant in cooperation with the Office of General Counsel and other agencies.

Associate License Examination Specialist

Supervises License Examination Specialists and trains and informs staff of changes to enacted legislation affecting the licensure process and requirements.

Establishes operating practices, procedures, and performance standards for review and approval of educational curriculum relating to trade schools and other educational institutions, instructor qualifications, and continuing education course requirements.

Supervises the development and implementation of educational standards and related regulations for continuing education; and compiles and publishes statistics on licensure.

Coordinates audits of schools' operations to ensure compliance with approved methods, curriculum, and legal record requirements; and recommends course of action to address non-compliance in coordination with other stakeholder agencies.

Provides technical assistance to schools and their instructors, administrators, and financial officers on the requirements for licensing of trades and professions.

Works closely with members of advisory boards within professions and trades; oversees the process of collecting user and provider input to proposed changes to laws; and works with Counsel's Office to develop and implement policies relating to trade schools.

Minimum Qualifications

Senior License Examination Specialist

Open Competitive: bachelor's degree and completion of a two-year traineeship.

Associate License Examination Specialist

Promotion: one year of permanent service as a Senior License Examination Specialist.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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