

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

Classification Standard

Occ. Code 1436124

Human Resources Specialist 1 (Testing), Grade 18	1436124
Human Resources Specialist 2 (Testing), Grade 23	1436224
Human Resources Specialist 4 (Testing), M-2	1436534
Manager Testing Services, M-4	1438640
Assistant Director Testing Services, M-5	1412800
Director Division Testing Services, M-6	1479600

Brief Description of Class Series

Positions in this series develop tests of knowledge, skills, and abilities to provide appropriate selection measures for merit system administration. Incumbents analyze jobs, develop test plans, compose test items, analyze test results, evaluate test validity and effectiveness, and recommend test scoring plans.

These positions exist only in the Department of Civil Service.

Distinguishing Characteristics

Human Resources Specialist 1 (Testing); full performance level; analyzes jobs and their interface with the selection process; develops tests plans; and performs analyses, including scoring recommendations, evaluation of appeals, and test validity and effectiveness.

Human Resources Specialist 2 (Testing): first supervisory level; oversees an examining unit in the development, processing, analysis and evaluation of merit system selection devices; and handles the more complex test assignments.

Human Resources Specialist 4 (Testing): second supervisory level; plans, develops, directs, and evaluates the activities of several examining units headed by Human Resources Specialists 2 (Testing) and other professional and support staff.

Manager Testing Services: managerial level; oversees a testing group composed of several sections supervised by Human Resources Specialists 4 (Testing); oversees Division's activities in the Director's absence.

Assistant Director Testing Services: managerial level; under general direction of the Director, Division Testing Services, plans and manages the overall test development

activities of the Division; directly supervises Managers Testing Services.

Director, Division Testing Services; managerial level; under executive direction, has broad oversight of employment testing programs for State and local governments; administratively supervises Managers Testing Services and staff.

Related Classes

Human Resources Specialist is a generalist series and incumbents perform various human resources activities, such as classification, recruitment, placement and provision of employee services, in an agency.

Human Resources Specialist (Labor Relations) administers the employee and labor relations activities for a State agency.

Human Resources Specialists in Attendance and Leave, Benefits, Classification and Compensation, Municipal Assistance, and Staffing parenthetics in the Department of Civil Service, the State's lead human resources agency, provide services to State agencies and municipalities in administering merit system and employee benefits activities.

Human Resources Specialist 5 (Psychometrician) and Manager Testing Services (Psychometrician) oversee the Test Validation and Evaluation Unit and provide guidance and expertise in the design, analysis, and validation of tools and tests created and used in personnel assessment and selection by the Department of Civil Service.

Coordinators Testing Support execute and manage operational changes within the Testing Support function of the Testing Services Division to support the successful implementation and maintenance of the Department's civil service examination model.

Illustrative Tasks

Human Resources Specialist 1 (Testing)

Develops test plans for State and local jurisdiction examinations.

- Evaluates job descriptions, job analyses, and past examination history pertinent to a given occupational area to become familiar with the titles and positions.
- Researches recent developments in occupational fields, methods of testing, and job analysis in other jurisdictions.
- Meets with agency representatives and Department staff to determine whether job information is current, accurate, and adequate to develop test plans.

- Directs or assists in the gathering of job data through field visits, questionnaires, and literature review to determine the critical knowledge, skills, and abilities required to perform the job; and the level of performance required of incumbents. May develop the job analysis questionnaires, interview incumbents and their supervisors, and draft related correspondence.
- Drafts reports of the results of meetings and related actions to document each step of the examination process. Discusses findings, evaluations, and recommendations with supervisor.
- Recommends type of selection device to be used (e.g., multiple choice, essay, evaluation of training and experience, oral examination) and areas to be covered.
- Performs analysis to determine that the selection device assesses necessary knowledge, skills, and abilities.
- Prepares and recommends examination scope and date for supervisory review and approval.

Executes approved written test plans that meet established professional standards of test construction and deadline schedules.

- Identifies which sub-tests should be sub-contracted to another section. Works with other examiners to obtain sub-test(s) that adequately cover the subject matter area at the level of difficulty indicated by the job information.
- Selects items for written tests. Analyzes prior use of item and item content; and evaluates suitability for current use.
- Works with outside subject matter experts to review, edit, and write questions in their specialty area.
- Writes items in areas not adequately covered by items in files.
- Reviews test items to see that they are appropriate for the positions, conform to recognized standards of professional testing, and use language at the appropriate level of difficulty. Edits items as necessary.
- Analyzes items and language used for possible adverse impact. Evaluates ethnic information from past examination of test items.
- Submits final selection of test items to supervisor for approval. Routes approved test items for appropriate processing by support staff.

- Reviews examination instructions, formats, and special instructions.
- Reviews test material to ensure it is correct, accurate, and in proper order before printing.
- Checks test definitions for accuracy and to ensure that the type of statistical information for test analysis is indicated.
- Prepares written listing of tentative key answers for examinations involving pre-rating review.
- Composes requests for prior approval of key answers by the Civil Service Commission, after analysis of past usage of items, for review by supervisor.
- Prepares and routes scoring instructions to Rating Section.

Analyzes written test results to ensure appropriate rating of test items; and recommends a pass point in accordance with established procedures.

Analyzes test results to determine if questions are correctly keyed, and for possible problems with certain items.

- May compute or analyze fundamental statistics on item difficulty, discrimination indices, and sub-test functioning.
- Analyzes format, construction, and language of problem items; and evaluates findings and submits recommendations for appropriate action.
- Evaluates candidates' appeals to test items to determine nature and substance of objections. May contact subject matter experts for their opinion on an appeal; writes a report for each item appealed, recommending dismissal, rekeying, double keying, or deletion.
- Submits recommendations for final answer key with proper supporting documents to supervisor for review.
- Upon receipt of final output, prepares prescribed distribution memorandum form based on consultation with agency representatives and Department staff.
- Recommends pass point based on an analysis of the written test, number of vacancies, geographical distribution of vacancies and candidates, scores distribution, and Department staff's recommendation.
- Prepares final approved key listing to be used in computational review.

Develops criterion measurements of job performance to evaluate test effectiveness and validity.

Conducts validity studies using data from test performance and criterion measurement.

Drafts correspondence to candidates and others on matters relating to the examination process.

Reviews and rates training and experience applications from local jurisdictions.

May search and compile information for various reports and studies, or court cases.

May coordinate arrangements for the administration of special examinations.

Human Resources Specialist 2 (Testing)

Oversees an examining unit that plans, develops, processes, and evaluates tests.

- Reviews examination schedule, current listing of test assignments, availability of examiners, and priority guidelines provided by supervisor to develop unit examination plans.
- Establishes tentative schedules and assigns work to examiners. May suggest alternative testing techniques in given cases.
- Discusses progress of assignments with examiners to ascertain adequacy of pertinent data, timeliness of actions taken, and the need for supervisory participation at certain meetings.
- Reviews scope of examination, testing dates, and other test data for conformance with established guidelines and appropriateness of selection device.
- Reviews various testing recommendations, such as scoring keys, pass points, appeals, for logical conclusions and findings, and conformance with established guidelines.
- Trains examiners in item writing, item and ethnic analyses, basic statistics, correlation matrices, and factor analysis.
- Advises subordinates of new policies and procedures, and other changes affecting test activities.
- Sets performance expectations and evaluates performance of subordinates.

Conducts or supervises special studies and projects relating to examinations.

- Explores new methods, techniques, and processes in the candidate selection field for possible pilot study.
- Selects study group and setting for experimental adaptation of new method.
- Develops experimental design by means such as mathematical models using knowledge of measurement theory.
- Confers with affected parties such as operating agencies and others about the experimental design.
- Develops forms, procedures, and data analysis for executing and evaluating studies.
- Instructs affected parties of specific actions to be performed in studies.
- Evaluates studies by analyzing data using appropriate statistical techniques.
- Prepares a report of findings and recommendations as to suitability and potential application of new methods.

Human Resources Specialist 4 (Testing)

Plans the work of several units involved in developing tests.

- Develops examination schedule, estimates future workload requirements, and identifies resources needed to meet objectives.
- Explores problems to ascertain underlying cause(s), such as insufficient staffing, specific training need, and procedural bottlenecks.
- Reviews new developments in testing or suggestions for improvements. Evaluates suitability and estimates training effort and other actions necessary to implement changes.
- Estimates total workload and the resources expected to be available. Explores availability of needed additional resources and possible avenues of approach to alleviate expected shortages.

Supervises the work of several units to ensure appropriateness, responsiveness, and conformance to professional standards.

- Evaluates recommendations of subordinate examiners' work and directs alternative approaches or techniques.

- Reviews answers to appeals, correspondence, and written recommendations for cogency of arguments, responsiveness, and proper support. Edits or directs editing as appropriate. May present arguments before the Civil Service Commission.
- Reviews recommendations on the comparability of examinations and the appropriateness of eligible lists.
- May direct and review the preparation of pertinent material in test litigations.
- Provides training and makes presentations as needed.

Develops and directs a continuing program of product improvement for units' testing activities.

Serves as a technical consultant in the various aspects of test development, test construction, test analysis and validation, and other testing activities.

Manager Testing Services

Manages the activities of several testing sections involved in developing tests or coordinating test administration.

Participates in long-range planning and prioritization of the work of the Testing Services Division.

Resolves broad program issues; and develops policy for all aspects of the testing program.

Represents the Division and the Department in legal and Commission proceedings, and in public forums.

Develops and maintains effective working relationships with agencies, staff from within the Department, and various entities such as the Personnel Council.

Drafts proposed legislation and recommends rule changes to improve the testing program. Analyzes and prepares comments on legislation impacting the Department's merit system activities.

Oversees the development, enhancement, and maintenance of the Division's information systems.

Oversees special projects and initiatives.

Develops periodic updates and reports for use by executive staff.

Monitors section's expenditures and prepares budget request for Group.

Directs the Division's activities in the Director's absence.

Assistant Director Testing Services

Oversees all examination planning for State and local jurisdictions, examination projects for job analysis, test development, and test validation.

Provides guidance and instruction to staff and oversees the work done by the sections to ensure that it is in keeping with both merit system requirements and professional testing standards.

Works with the Director to address broad program issues regarding Departmental policies related to the testing program

Represents the Division and the Department in legal and Commission proceedings and in public forums

Directs the Division's activities in the Director's absence.

Director, Division Testing Services

Develops, recommends, and formulates policy, and directs the day-to-day management of the Testing Services Division.

Oversees the design, development and implementation of: exam creation, policies/procedures regarding test administration, scoring, reporting and test security.

Initiates and implements change management within the Division.

Collaborates on projects with the goal of maximizing the use of technology to create efficient processes in testing and health services programs.

Oversees the work of the Division to ensure that it meets professional and legal standards and expectations for quality, quantity, and timeliness.

Consults with Department executive and other managers on Departmental policies, programs, and operations.

Leads and serves on committees and project teams; completes special assignments as needed to support and realize the goals of the Division, Department, and State.

Oversees the Division's resource and business management.

Minimum Qualifications

Human Resources Specialist 1 (Testing)

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

Human Resources Specialist 2 (Testing)

Promotion: One year of permanent service as a Human Resources Specialist 1 (Testing).

Human Resources Specialist 4 (Testing)

Promotion: One year of permanent service as a Human Resources Specialist 2 (Testing).

Manager Testing Services

Promotion: One year of permanent service as a Human Resources Specialist 4 (Testing).

Assistant Director Testing Services

Promotion: One year of permanent service as a Manager Testing Services.

Director Division Testing Services

Promotion: One year of permanent service as Assistant Director Testing Services.

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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 5/2025

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