

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

Classification Standard

Occ. Code 1438545

Human Resources Specialist 5 (Psychometrician), M-3 1438545
Manager Testing Services (Psychometrician), M-4 1438645

Brief Description of Class Series

Positions in this series 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.

These positions exist only in the Department of Civil Service, the State's central human resources agency, in the Division of Testing Services.

Distinguishing Characteristics

Human Resources Specialist 5 (Psychometrician): non-competitive; one position class; serves as assistant manager of the Test Validation and Evaluation Unit; administratively supervises Human Resources Specialist 4 (Testing) and other professional and support staff.

Manager Testing Services (Psychometrician): non-competitive; one position class; under the general direction of the Director Division of Testing Services, oversees the Test Validation and Evaluation Unit; advises the Director and executive team on high-profile issues such as the validity, reliability, and defensibility of assessment and selection strategies, research methods and techniques, test development and validation techniques, statistical and other analytic tools and processes, and professional and legal standards.

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 & Compensation, Municipal Assistance,

Staffing, and Testing parenthetics in the Department of Civil Service, the State's lead human resources agency, provide services to municipalities and State agencies in administering merit system activities and employee benefits activities.

State Education Psychometrician develops and analyzes standardized State tests administered to students in Kindergarten through Grade 12 enrolled in New York State public, nonpublic, and charter schools. Incumbents supervise data analysis and prepare reports analyzing psychometric methodologies. They also provide technical expertise in the design, analysis, and scaling of student assessments.

Illustrative Tasks

Human Resources Specialist 5 (Psychometrician)

Leads personnel assessment and accountability-related psychometric research for a large-scale workforce selection and development program.

Coordinates competency modeling and traditional job analysis studies as a basis for personnel assessment and employee evaluation programs.

Prepares technical documentation on test validity sufficient for legal inquiries.

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.

Designs, plans, and conducts a variety of test validation studies and research projects.

Coordinates development of valid and legally defensible personnel assessment and evaluation strategies for selection, retention, employee development, and performance management.

Conducts ongoing statistical analysis and validation of existing tests and assessment programs.

Ensures tests and assessments comply with legal and professional standards and industry best practices.

Performs the full range of administrative supervisory responsibilities.

Manager Testing Services (Psychometrician)

In addition to the duties listed for Human Resources Specialist 5 (Psychometrician), an incumbent:

Directs and oversees all activities and staff of the Test Validation and Evaluation Unit.

Guides development and administration of job-related tests in a variety of types and formats.

Conducts test equating analyses and demonstrates equivalency in test forms.

Advises executive management on psychometric and technical assessment and selection issues, programs, and trends.

Monitors section's expenditures and prepares budget requests.

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

Minimum Qualifications

Human Resources Specialist 5 (Psychometrician)

Non-competitive: Master's degree in Educational Psychology, Educational Measurement, Industrial/Organizational Psychology, Psychometrics, or a closely related field AND four years of professional or managerial experience* in planning, developing, evaluating, and validating high-stakes tests for large-scale testing, including at least one year in a leadership role, such as project lead, supervisor, manager, etc.

Manager Testing Services (Psychometrician)

Non-competitive: Master's degree in Educational Psychology, Educational Measurement, Industrial/Organizational Psychology, Psychometrics, or a closely related field AND five years of professional or managerial experience* in planning, developing, evaluating, and validating high-stakes tests for large-scale testing, including at least two years in a leadership role, such as project lead, supervisor, manager, etc.

*Substitution: PhD in Educational Psychology, Educational Measurement, Industrial/Organizational Psychology, Psychometrics, or a closely related field substitutes for one year of general experience.

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 qualification requirements for appointment or examination.

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