

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 3538100

Psychometrician 1, M-3 3538100
Psychometrician 2, M-4 3538200

Brief Description of Class Series

Positions in this class develop and analyze 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.

These non-competitive positions are classified at the State Education Department.

Distinguishing Characteristics

Psychometrician 1, M-3: managerial level; develops standardized State tests and supervises research staff in data analysis, research studies, and preparation of reports under the general direction of a Psychometrician 2 or other higher-level staff.

Psychometrician 2, M-4: managerial level; under the general direction of Education Program Manager 2 (Testing) or other higher-level staff, leads State Assessment research; guides and oversees staff engaged in the design, analysis, validation of tools and development of standardized State tests.

Related Classes

Education Program Managers (Testing), oversee managerial staff leading units within the Division of Test Administration, which is responsible for organizing and administering assessments at all NYS schools leads and directs the implementation of the Board of Regents policies related to educational testing.

Associate and Supervisor Educational Testing develop test blueprints (content and process specifications, formats, etc.) for new or significantly revised state examinations and testing programs; provide oversight, coordination and supervision to examination committees and item writers; and perform field and office work in the

development, analysis, construction, and administration of educational tests. They may participate in the preparation of Requests for Proposals, evaluation of proposals submitted by contractors, and oversight of work performed by contractors.

Associate in Education Research plan and conduct data analysis and research projects for use by the management of the State Education Department in policy and program planning and evaluation. Subject matter includes basic issues in curriculum content, assessment, institutional accountability, administration, organization, finance, school personnel management, and/or evaluation of the effectiveness of the education program in various subject matter and geographic areas. Studies of professional licensure are also conducted.

Associate in Educational Planning and Evaluation, provide administrative or program support to units within the State Education Department. Assignments may include coordinating the development or preparation of statewide plans or reports; conducting policy or analytical studies; preparing reports on educational issues; and preparing data collection instruments or report forms to audit and evaluate program effectiveness. Assignments involve broader program responsibilities than Assistant in Education Planning and Evaluation.

Illustrative Tasks

Psychometrician 1

Advises on test development process for various New York State student testing programs and supervise the scaling of tests.

- Makes recommendations to modify the New York State testing program based on scaling results.
- Provides psychometric analysis to test development teams and senior management for the New York State testing program.
- Oversees the development of test specifications, performance level descriptions, passage selection, item writing and review criteria, and other documents to ensure procedural validity.

Documents the development and administration of standardized State tests including test development, reliability and validity, scaling and equating, standard setting, and score reporting.

- Oversees external benchmarking and predictive validity. Based on analysis, makes recommendations of modifications to the New York State testing program.
- Informs the Office of State Assessment and senior management of the continued use of procedural validity documents in the test design and development process.

- Coordinates with the Office of Bilingual Education and World Languages to address accountability issues required by the United States Department of Education.
- Ensures quality and measurement fidelity of test items and work with vendors, NYSED staff, and external content experts.

Proposes and conducts research studies.

- Develops data-driven policy memos providing recommended solutions and options for enhancement of accountability (State growth and institutional) systems.
- Researches and prepares reports for the Technical Advisory Committee (TAC) on issues or topics for discussion related to State tests.
- Presents various documents and issues to the TAC and document recommendations of the TAC.
- Develops Requests for Proposals and Requests for Qualifications, and determines and confirm scope, time, and cost for external vendor projects.

Serves as spokesperson for the SED testing program as needed and advises the Commissioner of Education and the Board of Regents on technical issues.

- Participates in stakeholder task forces charged with formulating new or revised policy drafts.
- Oversees and manages work of external vendors developing statistical methodologies for determining educators' effects on student academic growth.
- Prepares and makes formal presentations, written reports, and provide guidance on technical material or issues, including controversial findings.

Supervises professional staff and provides oversight and direction to analysts on statistical analysis.

Psychometrician 2

Leads one or more units of Psychometricians 1 and other similarly graded professional titles performing work related to developing tests and establishing testing policies. May perform all duties of a Psychometrician 1.

Oversees day-to-day operations supporting redesign of tests and assessments such as the New York State English as a Second Language Achievement Test based on principled assessment designs.

- Serves as subject matter and technical expert in the development of tests and assessments and provides leadership to unit staff performing related duties.
- Makes recommendations on possible changes to other assessments within the NYS testing program.

- Works with test development staff to establish specifications, performance level descriptions, passage selection, item writing and review criteria and other documents which support procedural validity and ensure compliance with Title I peer review.
- Conducts validity and reliability analysis and writes related technical reports.

Proposes and carries out assessment studies to inform decisions and enhance reports to NYSED leadership and the Board of Regents.

Develops agenda for Technical Advisory Committee Meetings and presents findings to said Committee.

Minimum Qualifications

Psychometrician 1

Non-competitive: Master's degree and specialization in tests and measurements, psychometrics, and/or educational assessment, and six years of professional experience supporting large scale assessment programs, including program design, test development, data collection, data analysis, scaling, equating, and standard setting.

Psychometrician 2

Non-competitive: Master's degree and specialization in tests and measurements, psychometrics, and/or educational assessment, and seven years of professional experience supporting large scale assessment programs, including program design, test development, data collection, data analysis, scaling, equating, and standard setting.

Substitution: A Ph.D. in any of the above specializations may be substituted for three years of required 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 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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