



FLSA Status: Nonexempt
Union Representation: Represented

Testing Specialist

GENERAL PURPOSE

Under general supervision, performs a variety of moderately difficult activities and duties related to OCDE's HiSET or similar tests and examination administration, and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Testing Specialists are responsible for independently performing office clerical and administrative support functions ranging in difficulty from routine to moderately difficult, requiring general knowledge of OCDE and test administration procedures and practices. Assigned work requires the use of independent judgment in selecting appropriate procedures and solving routine and non-routine problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Verify the identity and eligibility of each test taker; maintain testing surveillance logs, seating charts, and other documentation as required; maintain the security of all testing materials.
2. Prepare a written inventory of all secure testing materials at the beginning and end of each test administration and on a monthly basis when the tests are not in use; maintain the inventory documentation in the permanent secure storage area. Inventory and check the condition of all secure testing materials when received from the Educational Testing Service (ETS). Inventory and return all secure testing materials at the end of the year.
3. Adhere to ETS policies and procedures for testing sessions, report testing irregularities, and prepare and submit testing materials for scoring.
4. Control testing sessions by following all ETS policies and procedures for conducting a testing session under standard conditions, or, when appropriate, with accommodations for test takers with disabilities or health-related needs.
5. Assist with training and monitoring Testing Proctors.
6. Operate a computer and standard business software and database applications, as well as those specialized to department operations; perform data entry and accesses, process, retrieve, review, update, and maintain assigned computer and database records; generate forms, reports, rosters, and other documents; and develop and maintain standard spreadsheets for a variety of purposes.

7. Compile and/or review routine to moderately complex data and information from a variety of reports, lists, and other materials submitted by school sites and local community colleges; upon review and verification, process and/or distribute to the appropriate agency for processing.
8. Observe and monitor students for appropriate behavior; reinforce positive behaviors; correct inappropriate behavior.
9. Type, format, revise, print, maintain, and distribute correspondence, memoranda, forms, reports, flyers, handouts, certificates, and other documents; type from rough notes, drafts, and brief oral instructions.
10. Interact with OCDE school staff, faculty, probation, the public, and others; respond to requests for general information and questions from OCDE staff, students, probation, and the public or refer to appropriate staff member or department, as appropriate; respond to and initiate routine e-mails.
11. Prepare, update, organize, and maintain a variety of specialized and confidential HiSET records and files; locate, retrieve, duplicate, and distribute copies of reports, forms, records, and documents, as requested; provide HiSET testing to the community, collect fees, and record and process payments.
12. Act as a liaison with local school districts regarding facilities usage for HiSET administration.

OTHER DUTIES

1. Attend a variety of meetings, conferences, workshops, and seminars as appropriate.
2. Conduct special projects as assigned.
3. May provide assistance with other state examination processes.

QUALIFICATIONS

Knowledge of:

1. Basic academic subjects covered in the HiSET examination program.
2. Office administrative practices and procedures, including filing and recordkeeping practices and procedures.
3. Basic principles, practices, and methods of test administration.
4. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
5. OCDE organization, rules, policies, procedures, and operating practices related to areas of responsibility.
6. Uses and operations of a computer and standard business software, including word processing, spreadsheets, and graphics programs.

Ability and Skill to:

1. Work with students to promote successful completion of the HiSET program.
2. Administer examinations and ensure the confidentiality of examination results.
3. Operate standard office equipment and a computer using word processing, spreadsheet and other standard business software.

4. Organize, set priorities, and exercise sound judgment within areas of responsibility.
5. Interpret, apply, and reach sound decisions in accordance with OCDE and program/department policies and procedures.
6. Organize and maintain a confidential office and specialized files.
7. Communicate clearly and effectively, orally and in writing; understand and follow written and oral instructions.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with OCDE management, administrators, staff, students, parents, the public, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge and skills outline above is graduation from high school or high school equivalency test, and experience administering standardized tests; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

Verification of completion of the ETS HiSET Paper-Based Testing (PBT) and Computer Based Testing (CBT) eLearning assessments preferred.

A California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee works under typical office conditions, and the noise level is usually quiet.