



Testing Specialist

GENERAL PURPOSE

Under general supervision, performs a variety of moderately difficult activities and duties related to OCDE's HiSET or similar tests 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 to non-routine problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Verifies the identity and eligibility of each test taker.
2. Maintains testing surveillance logs, seating charts, and other documentation as required.
3. Maintains the security of all testing materials.
4. Prepares 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; maintains the inventory documentation in the permanent secure storage area. Inventories and checks the condition of all secure testing materials when received from Educational Testing Service (ETS). Inventories and returns all secure testing materials at the end of the year.
5. Adheres to ETS policies and procedures for testing sessions, reports testing irregularities, and prepares and submits testing materials for scoring.
6. 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.
7. Assists with training and monitoring Testing Proctors.
8. Operates a computer and standard business software and database applications, as well as those specialized to department operations; performs data entry and accesses, processes, retrieves, reviews, updates and maintains assigned computer and database records; generates forms, reports, rosters, and other documents; develops and maintains standard spreadsheets for a variety of purposes.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Compiles and/or reviews 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, processes and/or distributes to appropriate agency for processing.
10. Observes and monitors students for appropriate behavior; reinforces positive behaviors; corrects inappropriate behavior.
11. Types, formats, revises, prints, maintains, and distributes correspondence, memoranda, forms, reports, flyers, handouts, certificates, and other documents; types from rough notes, drafts, and brief oral instructions.
12. Interacts with OCDE, school staff, faculty, probation, the public, and others; responds to requests for general information and questions from OCDE staff, students, probation, and the public or refers to appropriate staff member or department, as appropriate; responds to and initiates routine e-mails.
13. Prepares, updates, organizes, and maintains a variety of specialized and confidential HiSET records and files; locates, retrieves, duplicates, and distributes copies of reports, forms, records, and documents, as requested.
14. Provides HiSET testing to the community; collects fees; and records and processes payment.
15. Acts as a liaison with local school districts regarding facilities usage for HiSET administration.

OTHER DUTIES

1. Attends a variety of meetings, conferences, workshops, and seminars as appropriate.
2. Conducts 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, spreadsheet and graphics programs.

Ability to:

1. Work with students to promote successful completion of the HiSET program.
2. Administer examinations and ensure the confidentiality of examination results.

Ability to: (cont.)

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 confidential office and specialized files.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and follow written and oral instructions.
9. Deal with sensitive and difficult situations.
10. Establish and maintain effective working relationships with OCDE management, administrators, staff, students, parents, the public, and others encountered in the course of work.
11. 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

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist and chest level Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and understand documents; analyze and solve problems; observe and interpret situations; use basic math; learn and apply new information and skills; perform detailed work with frequent interruptions; work under deadlines; and interact with OCDE management, administrators, staff, students, parents, the public and others 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 the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.