

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV32322
Job Class Code:	360	Salary Schedule:	AREG
EEO Category:	01	Grade:	23
Workers Comp Code:	8810		

Job Code Established:	10/02/90	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Human Resources Series

JOB CODE TITLE: SELECTION MANAGER

HRIS TITLE: SELECTION MGR

WORK DESCRIPTION: Supervises and directs selection activities of the Human Resources Division; supervises the activities of testing and other staff assigned to the unit; coordinates activities of the unit with managers of other personnel units; plans, designs/coordinates and supervises a variety of personnel research activities including test instrument development and validation and computer systems development studies; conducts complex job analysis and research studies; directs complex personnel research and development work utilizing both standard and innovative research methodologies used in applicant testing, test development and personnel research.

WORK ACTIVITIES: Gives and receives information requiring considerable judgment and authority regarding current specific business of the work unit by telephone or direct contact.

Constructs written or performance tests on the basis of content validity, known knowledge and skills applied.

Writes detailed reports based on research analysis and evaluation of data pertaining to specific projects, conditions or proposal under study, involving application of expert or highly specialized knowledge, and makes recommendations for actions to be taken or resolution of problems.

Approves or modifies proposed research design and methodologies.

Designs and develops new and revised selection procedures, utilizing the latest psychometric concepts.

Supervises and conducts validity and reliability studies.

Plans, directs and evaluates the work of staff engaged in test development and administration.

Performs research work related to personnel selection validity.

Computes measures of central tendency and variance for groups of job applicants; calculates item reliability and difficulty indices; presents results in graphic or tabular report.

Examines and evaluates complex job analysis data for construction of tests or test validation; compiles, compares and evaluates job elements; makes determinations and composes guidelines.

Analyzes examination content to determine if appropriate for testing job requirements

Writes complex examinations for a variety of classes, as required.

Interprets and evaluates statistical analyses and report findings.

Conducts research on position requirements, job factors and duties and responsibilities for test construction purposes.

Conducts research on test validation and test correlation as related to job requirements.

Reviews test appeals and researches justification for validity of acceptance or rejection.

Analyzes and evaluates work procedures, methods and rules for a work unit; makes determinations and establishes these in practice.

Assigns, reviews and evaluates work performance of assigned staff; confers with staff; writes reports for management and for record.

Directs, instructs, explains and counsels subordinate staff in carrying out a variety of tasks.

Resolves problems and questions presented by assigned staff regarding work methods and processes. Coordinates with Employment Operations Manager on evaluation of job classes utilizing alternative testing procedures. Evaluates adverse impact in relation to Affirmative Action guidelines and Equal Employment Opportunity guidelines. Performs related work as required.

WORK CONDITIONS: Requires high degree of accuracy, concentration and attention to detail with regular involvement in problem resolution; requires adherence to stringent time deadlines; extensive contact with agency managers and directors, representatives of other government agencies, subordinate staff and the public.

SUPERVISION: Works under the general supervision of a program manager and exercises independent judgment within well-defined program parameters, policies and procedures.

WORK RESULTS/PRODUCTS: Completed schedules of work assignments for staff; completed test development projects; completed job analysis and research studies for a variety of job families.

RESPONSIBILITY: Timely and accurate completion of all projects assigned to the work unit; scheduling and setting priorities for all assignments within the work unit; valid and reliable selection methodologies.

AUTHORITY: Approves development of valid assessment programs and of scoring and rating standards used in evaluating job applicants; directs and evaluates the work of staff assigned to the unit; independently conducts job analysis and research studies.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: public personnel management principles and practices; research methodology, statistical principles and techniques; principles of psychological measurement; organization structuring practices, missions, goals and functions of State agencies; Federal and State statutes, agency policies and personnel rules and regulations applicable to the administration of selection programs; methods and techniques of supervision; standard and innovative research methodologies; financial administration policies and practices; human behavior, individual differences, motivation and attitudes and their measurement and evaluation; tests, measurement, test utility procedures and statistical theory.

Ability to: apply work management and work leadership techniques; analyze, interpret and communicate complex data, concepts, findings and recommendations, to diverse audiences, verbally and in writing; formulate and analyze alternative solutions to testing problems; establish and maintain work relationships with agency managers and directors, representatives of other governmental agencies, subordinate staff and the public.