

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| TITLE: | Employment and Testing Supervisor | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Human Resource Services Division | CLASSIFICATION: | Classified |
| FLSA: | Exempt | SALARY GRADE: | 046 Supervisors' |
| REVISED: | July 1, 2002 | | |

BASIC FUNCTION:

Supervise assigned professional and clerical staff and independently perform highly responsible generalist professional personnel administration duties and the more difficult and specialized major studies and report development activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise assigned staff in the performance of personnel administration duties of a generalist nature for the classified service. **E**

Establish schedules for and administer standard and special examinations. **E**

Coordinate standard and special class recruiting and examining activities. **E**

Construct or revise written and performance tests. **E**

Perform research to determine reliability and validity of tests and make or recommend appropriate improvements. **E**

Recruit special oral examination boards and conduct appraisal interviews of applicants for standard and specialized district positions. **E**

Select and brief examination panels and coordinate special program appraisal and selection interviews; evaluate recruiting and employment information and prepare reports and analyses. **E**

Prepare or revise examination announcements and other recruitment publicity. **E**

Counsel or revise examination announcements and other recruitment publicity. **E**

Counsel applicants and employees. **E**

Assist in police record investigation and evaluation of applicant eligibility. **E**

Prepare regular and special operational reports as assigned. **E**

Coordinate and conduct personnel or other special research projects. **E**

Train, supervise, and evaluate the work of assigned staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a bachelor's degree in personnel, public, or business administration or graduate courses in these or other directly related fields, and four years of recent, progressively responsible, diversified, professional personnel experience of acceptable level and quality, two years of which must have been in a similar or lower level personnel analyst job class in a public agency or large private firm.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Public personnel policies, practices, and procedures, including recruiting, testing, and training.
A wide variety of occupations, including knowledge of the district's standard job classes.
Reading and writing English communication skills.

ABILITY TO:

Demonstrate test construction and validation techniques.
Use analytical abilities.
Use and apply research, statistical, and reporting techniques.
Use interviewing and counseling techniques.
Train and supervise others.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.