

**SAN DIEGO CITY SCHOOLS**  
**POSITION DESCRIPTION**

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<b>TITLE:</b>	Personnel Testing Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various Departments	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	031 OTBS
<b>OR REVISED:</b>	March 1999		

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**BASIC FUNCTION:**

Perform specialized, technical duties related to classified applicant testing and tracking activities.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] 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**

Operate microcomputer to access, control, and coordinate a personnel-testing program including an automated applicant tracking system. **E**

Produce reports of applicant listings and applicant status. **E**

Plan for, process, and coordinate on-going testing assignments. **E**

Prepare arrays and charts for statistical analysis. **E**

Perform problem diagnosis of testing procedures. **E**

Research and respond to inquiries or refers to others, as appropriate. **E**

Use computer to establish standard scores and other statistical data at appropriate phases of testing processes. **E**

Prepare documentation for each segment of the examination process. **E**

Review eligibility lists for accuracy and completeness. **E**

Verify and apply applicant and employee data for processing between the mainframe computer and the microcomputer. **E**

Screen employment applications for required information and adherence to deadlines. **E**

Work with public agencies and special interest groups to provide appropriate accommodations in the testing process. **E**

Work with district managers and supervisors in scheduling testing activities. **E**

Research and respond to district employee inquiries regarding personnel matters related to assigned functions. **E**

May train and direct the work of clerical assistants. **E**

Operate standard and specialized office machines and equipment including word processing units and basic on-line data terminals. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a combination of high school graduation and two years of recent, full-time equivalent, paid, personnel-clerical experience in a large private organization or public agency including experience in personnel testing.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/Keyboarding certificate for 40 W.P.M

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Operation of microcomputers.

Testing techniques and evaluation procedures including basic statistics and data conversion methods.

Technical aspects of field of specialty.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Work under conditions involving close attention to detail and time pressures

Learn specialized computer programs for documentation purposes.

Exercise sound judgement, to train others in the use of specialized equipment, and to diagnose minor problems in equipment.

Type or keyboard at a net corrected speed of 40 words per minute.

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 and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office Setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting or standing 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.

Revised 3/24/04-PeopleSoft

Job Code 6065

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