

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Personnel Testing Specialist	REPORTS TO:	Classification and Recruitment Specialist
DEPARTMENT:	Classification and Recruitment	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	036 OTBS
REVISED:	August 15, 2002		

BASIC FUNCTION: Perform beginning level professional and technical personnel duties in the areas of recruitment, examination, counseling, applicant tracking and other related 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

Plan, process, coordinate and proctor a variety of routine and special examinations. **E**

Work with district managers and supervisors in scheduling recruitment activities; prepare and review eligibility lists for accuracy and completeness. **E**

Administer and maintain a computerized applicant tracking system; prepare statistical reports, lists, charts, and arrays; review, score and calculate data. **E**

Counsel employees regarding recruitment issues. **E**

Draft or revise announcements and other recruitment publicity. **E**

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

Make special testing arrangements for individuals in accordance with the Americans with Disabilities Act. **E**

Select and brief application screening and interview panel members. **E**

Assist in conducting research projects; maintain files and recruitment materials. **E**

May train and direct the work of clerical staff.

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to three years of recent, full-time equivalent, increasingly responsible office-clerical experience. Experience in personnel testing, personnel/human resources is desirable. Coursework in personnel, public or business administration is desirable but not required. Experience using a variety of microcomputer software applications, including word processing, database and spreadsheet applications is required.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Oral and written communication skills.

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

Reading and writing English communication skills.

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

ABILITY TO:

Work under conditions involving close attention to detail and time pressures.

Apply business and statistical research and reporting techniques.

Exercise sound judgment and to work tactfully with others

Analyze data.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Work independently with little direction.

Read, 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, perform assigned duties; 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 3.26.04—PeopleSoft

Job Code 6071

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