



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Senior Employment Testing Specialist

Personnel Review Commission

Location: 2429 Superior Viaduct, 2nd Floor
Cleveland, OH 44113

Salary: \$55,910.40 - \$78,270.40

Hourly Rate: \$26.88 - \$37.63

Pay Range: 13

Reports to: PRC Manager of Employment Testing

Hours: 8:30 AM to 4:30 PM

Monday - Friday

This position is subject to civil service examination. Exam information will be sent to qualified applicants at a later date. If you wish to request military service credit, please send an email request to PRCEmploymentTesting@cuyahogacounty.us by the end of the application period. All communications regarding testing will be made via email, using the email address on your online profile. You must monitor that email account for communications regarding testing and important deadlines in the test.

REQUIREMENTS: A Master's degree in Industrial/Organizational Psychology and two (2) years of applied experience in employment testing and selection, including experience developing and validating employment tests; or any equivalent combination of training and experience.

RESPONSIBILITIES: Serves as the Employment Testing Specialist team lead (reviews test plans, provides quality control, identifies targeted training needs; fills in for the Manager in Manager's absence); develops employment tests for positions requiring testing (identifies major content areas for testing; develops test plans; investigates alternative selection procedures; constructs test content according to legal guidelines and professional standards; maintains confidentiality, security, and trade secret of all testing documents and materials); performs job analysis for positions requiring testing (conducts individual and group interviews/observations; develops and administers questionnaires and surveys; identifies major work behaviors and underlying knowledge, skills, and abilities (KSAs); develops position descriptions); reviews and revises testing practices and procedures; serves as a liaison between the Personnel Review Commission and department directors/hiring managers; performs scoring, statistical analysis, and reporting of test results; and leads or assists test administrations.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and resumes will only be accepted through the on-line process. If you wish to submit a cover letter with your resume, you must submit both in the same file. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

Applications must be received by 4:30 pm, February 26, 2016

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Please note that this position may be subject to an oath of office and/or bonding requirements pursuant to Chapter 107 of the Cuyahoga County Code.

Equal Opportunity Employer - Smoke-free and Drug-free Workplace.

Visit our website: www.cuyahogacounty.us

Posted: 01/22/2016