



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Employment Testing Specialist

Personnel Review Commission
Location: 2429 Superior Viaduct
Cleveland, OH 44113

Salary: \$55,265.60 - \$77,376.00

Hourly Rate: \$26.57 - \$37.20

Reports to: PRC Manager of Employment Testing

Hours: 8:30 AM to 4:30 PM

Monday through 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 email PRCEmploymentTesting@cuyahogacounty.us by the end of the application period. All communications about testing will be made via email, using the address on your online profile. You must monitor your email account.

REQUIREMENTS: Master's degree in Industrial-Organizational Psychology; or any equivalent combination of training and experience.

RESPONSIBILITIES: Under the direction of the PRC Manager of Employment Testing, the Employment Testing Specialist 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. 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, September 26, 2017

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

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

Visit our website: www.cuyahogacounty.us

Posted: 09/13/2017