



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Employment Testing Specialist

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

Salary: \$59,342.40 - \$83,054.40
Hourly Rate: \$28.53 - \$39.93
Pay Range: 13

Reports to: PRC Manager of Employment Testing
Hours: 8:30 AM – 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. All communications about testing will be made via email, using the email address on your online profile. You must monitor your email account for notifications sent from PRCEmploymentTesting@cuyahogacounty.us.

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); establishes qualified pool of candidates for testing; performs scoring, statistical analysis, and reporting of test results; coordinates test administrations; and recommends revisions to testing practices and procedures.

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, August 05, 2018

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: 07/16/2018