

#256 - Employment Testing Specialist - External

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Employment Testing Specialist(Job Id 256)

Location: US:OH:Cleveland

Category:

Employment Type: Non-Executive
Benefits Only

Post Date: 09/17/2019

Close Date: 10/01/2019

Salary: 59,342.40-83,054.40
USD

Description

Department: Personnel Review Commission

Anticipated Work Schedule: Monday through Friday, 8:30 AM - 4:30 PM

Reports To: Manager, Employment Testing

Full Time or Part Time: Full Time

Regular or Temporary: Regular

Bargaining Unit: N/A

Classified or Unclassified: Classified

FLSA: EXEMPT

Summary

Essential Job Functions

Under the direction of the PRC Manager, 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.

Minimum Requirements

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

Application Process

This is a competitive, classified position. The Personnel Review Commission (PRC) will check your application to make sure you meet the minimum qualifications. If you do, the PRC will invite you to take a civil service examination. The exam is specific to this position. Everyone who passes the exam goes on an eligibility list. To fill this opening, the PRC sends the hiring department and Human Resources (HR) a certified eligibility list with the top 25% candidates (or at least the ten highest scoring candidates, whichever is greater). HR helps the hiring department decide who from the certified list to follow up with for interviews and then a job offer.

Most of our communication with candidates is through email. Regularly check the email address you gave us in your job profile. Watch your Spam folder, just in case.

If we offer you a job, you must pass a drug screen and background check before the offer becomes final. Prior criminal convictions do not automatically disqualify you from employment; the County looks at criminal convictions on a case-by-case basis using the guidelines in Chapter 306 of the County Code.

EQUAL OPPORTUNITY EMPLOYER

Cuyahoga County is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the County realize its full potential. The County benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together.

The County is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.

If you need assistance applying or participating in any part of the candidate experience, contact Human Resources at 216-443-7190 and ask to speak with a talent acquisition team member.