

#837 - Employment Testing Specialist - External Job Board

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Employment Testing Specialist(Job Id 837)

Location: US:OH:Cleveland

Category: Personnel Review
Commission

Employment Type: Non-Executive
Benefits and Payroll
Only

Post Date: 06/01/2022

Close Date: 06/12/2022

Salary: 62,961.60-75,545.60
USD

Description

Department: Personnel Review Commission

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

Reports To: PRC 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

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.

Essential Job Functions

Under the supervision of the PRC Manager, Employment Testing, the Employment Testing Specialist (ETS) is primarily responsible for developing valid and reliable selection tests for classified positions in Cuyahoga County, including identifying major content areas for testing, developing test plans, and constructing test content, all according to legal guidelines and professional standards in the field of personnel selection. As part of the PRC's content validation method, the ETS performs supporting job analysis, including conducting job interviews/observations, drafting position descriptions, and completing job task-competency linkage exercises. The ETS also establishes and maintains the list of candidates eligible for hire, screens applications, coordinates test administrations, recommends revisions to testing procedures, and assists the Manager as needed or assigned. The ETS works in a team with two to three other ETSs and the Senior Employment Testing Specialist as a lead worker.

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.