



Position Title:	Senior Assessment Analyst	
Reports To:	Associate Director	
Department:	Assessment Center	Job Code: 0758
Prepared By/Date:	Jennifer C. Brito/06-2008	Job Group: PEC
Approved By/Date:	Dr. Hector Garcia/06-09-2011	Salary Grade: 16
Revised:	Donna French/06-08-2011	FLSA Status: Exempt

Summary:

This position is responsible for conducting job task analyses, facilitating Subject Matter Expert meetings with command staff from contracting public safety agencies in order to develop and administer entry level and promotional assessment processes.

Essential Duties and Responsibilities:

- Develops and administers products and services to client agencies and student population
- Maintains day-to-day testing operations
- Develops and secures new contracts and funding sources to ensure the fiscal solvency of the Assessment Center to be self-sustaining
- Develops work simulations and other testing devices for contracting public safety agencies
- Creates and coordinates internal schedules for new and existing projects, assessors and role players
- Supervises support staff in all aspects of large-scale test administrations and candidate evaluations
- Carries out validation studies and research related to the development and implementation of testing and training programs
- Writes proposals in response to RFP's
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of developing job analysis, job simulations, and other testing instruments
- Knowledge of responding to RFP's including developing and coordinating short term and long term planning associated with new and existing projects
- Skill in supervising all organizational aspects of large scale test administrations and candidate evaluations, including the development of specific timeframes, staff assignments, and management of deadlines
- Excellent interpersonal, written communication, oral presentation, organizing and planning, and statistical/analytical skills
- Working knowledge of research methods and relevant testing guidelines and professional standards for testing and training
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in Industrial/Organizational Psychology or related field and three (3) years of related testing experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name