



TEST VALIDATION AND DEVELOPMENT
SPECIALIST II,
DEPARTMENT OF CONSUMER AFFAIRS
DEPARTMENTAL – OPEN EXAMINATION
CONTINUOUS TESTING



SPOT FOR SACRAMENTO ONLY

www.dca.ca.gov

The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

WHO MAY APPLY

Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may take this examination.

HOW TO APPLY

Please submit applications (Form STD 678) to the address indicated below (Where to Apply). Do not submit applications to the California Department of Human Resources (CalHR).

Note: If you are filing for both the Test Validation and Development Specialist I and Test Validation and Development Specialist II, you may file one application. Indicate the title of each examination on the state application (Form STD 678).

WHERE TO APPLY

Submit State Application (Form STD 678) to:

Mail or Hand Deliver to:
Department of Consumer Affairs
Attn: Selection Services (E. Witherspoon)
1625 North Market Blvd., Suite N321
Sacramento, CA 95834

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application and complete the special testing arrangements questionnaire. The Department of Consumer Affairs, Selection Services and Recruitment Unit will contact you to make special testing arrangements. Telecommunications Device for the Deaf (TDD) number is 916.322.1700 or 1.800.735.2929.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination on the date that they complete and submit their application to the above address.

Note: All applications must include: "to" and "from" dates (month/day/year); time base; civil service class titles, and range (if applicable). Applications received without this information may be rejected.

Resumes will not be accepted in lieu of a completed state application (Form STD 678).

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

CONTINUOUS TESTING

Continuous Filing Exam – Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.

SALARY RANGE

\$4600 - \$5758 per month

POSITION DESCRIPTION

This is the full journey person level. Positions at this level design and conduct varied and complex personnel selection and/or occupational licensing projects or portions of major projects. Incumbents use a wide range of analytical skills, experimental methods, statistical techniques, and psychometric principles. They provide assistance to lower level staff and give advice to staff engaged in the operation of ongoing test validation and development projects. Incumbents at this level may function in a lead capacity over a small group of analysts or employees engaged in similar work.

Positions exist in Sacramento with the Department of Consumer Affairs.

MINIMUM QUALIFICATIONS

Either I

One year of experience performing the duties of a Test Validation and Development Specialist I in the California state service. (Applicants, who have completed six months of the experience, as specified above, will be admitted to the examination but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or II

Experience:

Three years of increasingly responsible research experience which shall have included performing research studies using statistical tests of significance; statistically analyzing research data using correlation, multiple regression or a form of multivariate analysis such as discriminant analysis, canonical correlation or factor analysis; and the preparation of written reports of such

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**MINIMUM  
QUALIFICATIONS  
CONTINUED**

research. At least one year of the required experience must have been involved in the development and evaluation of measures of human abilities or human performance. (Possession of a Master's Degree in Statistics or a behavioral science field may be substituted for one year of the general experience; possession of a doctoral degree with an emphasis in industrial psychology, organizational psychology or psychometrics may be substituted for two years of the general experience.) **and**

**Education:**

Equivalent to graduation from an accredited college or university. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**EXAMINATION  
INFORMATION**

**STRUCTURED QUALIFICATIONS APPRAISAL PANEL – WEIGHTED 100%**

**This examination will consist of a Structured Qualifications Appraisal Panel (QAP) Interview weighted 100%. Prior to the interview candidates will be given a structured exercise to complete that will be scored as part of the exam process. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. Candidates who do not appear for the interview will be disqualified.**

**EXAMINATION SCOPE**

**Knowledge of:**

1. Various methods and procedures for conducting occupational analyses.
2. Interviewing methods and techniques.
3. Group facilitation methods and techniques.
4. Survey sampling methods and principles.
5. English language, including rules of composition and grammar.
6. Legal requirements for documenting Occupational Analysis procedures.
7. Principles, procedures and techniques used in test validation.
8. Principles for the Validation and use of Personnel Selection Procedures (published by SIOP).
9. The Standards for Educational and Psychological Testing (jointly published by AERA, APA, NCME).
10. Federal Uniform Guidelines on Employee Selection procedures.
11. Professional item writing guidelines and principles.
12. Principles and methods for developing examination outlines.
13. Methods and procedures for examination standard setting.
14. Examination equating methods and principles.
15. Statistical theories and techniques, including data analysis requirements for statistical tests and the interpretation of item performance statistics.
16. Microsoft Office programs (Excel, Word, Outlook, PowerPoint).
17. Case law related to test validation and development.
18. SPSS/PASW or related software for qualitative data analysis.
19. Item banking and other database software.
20. Criteria for the selection of Subject Matter Experts.

**Ability to:**

1. Apply general rules, principles, and methods to specific problems.
2. Effectively communicate information and ideas to others, both orally and in writing.
3. Write, review, and edit written technical reports.
4. Compile data into reports, including using charts and graphs.
5. Prioritize necessary tasks to manage multiple projects simultaneously.
6. Prepare and evaluate research reports.

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the "Minimum Qualifications". Preferred types of additional training and experience are:

1. A Master's Degree in Industrial Psychology or Psychometry.
2. Experience in the construction and validation of group administered aptitude, ability or achievement tests.
3. Research experience involving use of electronic data processing equipment.
4. Graduate level courses in statistics, research design, and multivariate analysis.

**ELIGIBLE LIST  
INFORMATION**

Names of successful competitors are merged onto a departmental promotional list established for use by the Department of Consumer Affairs, in order of final scores regardless of testing date. Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**CAREER CREDITS**

Career Credits will not be granted in this examination.

**VETERANS  
PREFERENCE  
CREDITS**

Veteran's preference will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested this credit THROUGH the California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veteran's preference.

**QUESTIONS**

If you have any questions concerning this announcement, please contact the Department of Consumer Affairs, Selection Services Unit, 1625 N. Market Blvd, Suite N 321, Sacramento, CA 95834, 916.574.8370.

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**GENERAL INFORMATION**

**The Department of Consumer Affairs reserves** the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**It is the candidate's responsibility** to contact the Department of Consumer Affairs' Selection Services Unit at 916.574.8370, four weeks after the final file date if a progress notice is not received.

**Applications are available** at [www.jobs.ca.gov](http://www.jobs.ca.gov).

**If a candidate's notice** of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**If you meet the requirements** stated on this examination announcement, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this announcement will be compared against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

**Employment lists:** Employment lists are established by competitive examination and are used in the following order, regardless of list date: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. The oldest dated list will be used first. All lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. Competitors must be in a state of health consistent with the ability to perform the essential functions of the duties assigned to the class. A medical examination may be required. In open examinations, investigation of employment records, personal history, and fingerprinting may be required.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.