

**Department of Consumer Affairs****CURRENT**

## Position Duty Statement

HR-041 (New 5/04)

<b>Classification Title</b> Test Validation and Development Specialist II	<b>Board/Bureau/Division</b> Contractors State License Board Testing Division
<b>Working Title</b>	<b>Office/Unit/Section/Geographic Location</b> Examination Development Unit (EDU) Sacramento
<b>Position Number</b> 622-432-5168-002	<b>Effective Date</b>

General Statement:

Under the direction of the Personnel Selection Consultant (sup) (PSC) II, the TVDS II completes the psychometric, analytical, and technical activities related to the development and validation of 8-10 of the Contractors State License Board's (CSLB's) 46 licensing examinations. Duties include, but are not limited to the following:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]**30% (E) Examination Program Management**

Maintains licensing examination item banks for assigned licensing examinations using custom software by performing the following tasks:

- Analyzes item statistics to evaluate examination item performance.
- Reviews candidate comments made during examinations to identify potential item performance issues.
- Stays abreast of industry and legislative changes and prepares an analysis for management of their impact on assigned licensing examinations.
- Follows EDU guidelines to respond to candidate appeals.

**30% (E) Examination Development**

Using custom software:

- Facilitates item writing, item review, and standard setting workshops with Subject Matter Experts.
- Reviews and edits examination items during and after workshops to ensure examination items meet item-writing standards and guidelines.
- Follows psychometric and EDU standards and guidelines to determine the passing score for new examinations.
- Directs the Engineering Student Assistant to develop and revise examination materials to assess applicants' ability to interpret blueprints, charts, and other trade-related graphic representations.
- Prepares examination versions in accordance with the examination's specifications and EDU's standards and guidelines.
- Updates examination study guides to reflect examination content and reference resources.

**25% (E) Occupational Analysis**

Conducts occupational analysis projects to determine the tasks, knowledge, and abilities (KSAs) required for safe and competent work as a contractor in specific licensing classifications using custom software by completing the following tasks:

- Interviews contractors at their workplace to develop a detailed description of trade work.
- Prepares a comprehensive draft of the tasks, knowledge, and abilities required for safe and competent trade work.
- Facilitates workshops with Subject Matter Experts to finalize the tasks and KSAs and to develop the examination plan.
- Determines the sampling plan then develops and administers both online and paper occupational analysis surveys.
- Analyzes questionnaire data using Predictive Analytics Software (formerly SPSS) and other software.
- Prepares technical and legally defensible validation reports documenting occupational analysis procedures.

**10% (E) Technical Consultation**

Provides technical consultation to the Testing Division's management staff, construction industry associations, and the public regarding the CSLB's psychometric practices for occupational analyses, examination development, and standard setting. Performs research, data collection and/or statistical analysis for projects related to assigned examinations that are requested by the Chief of the Testing Division or the CSLB's Executive staff. Participates in professional testing organizations and attends training classes and conferences to maintain current knowledge of methods, research, case law, and technology.

**5% (M) Examination Version Quality Review**

Performs periodic peer review of examination versions developed by other TVDS and/or PSC staff using custom software. Identifies problems with examination versions including typographical errors, items that should not be on the same version, and adherence to item writing style guidelines.

**B. Supervision Received**

The TVDS II receives direction from the Supervisor of the Examination Development Unit, a Personnel Selection Consultant II (sup), but may also receive technical oversight from the Chief of the Testing Division, a Supervising Personnel Selection Consultant.

**C. Supervision Exercised**

None

**D. Administrative Responsibility**

None

**E. Personal Contacts**

Routinely facilitates workshops with contractors serving as Subject Matter Experts.

**F. Actions and Consequences**

Works under direction while completing multi-phase examination programs. Errors made while performing these duties could severely impact examination-related functions of the CSLB. The consequence of poor examination development could result in discrimination against specific groups, the licensing of unqualified applicants with possible adverse effects on the public, or the failure to license qualified applicants thereby jeopardizing their business and livelihood. Poor examination development could also result in lawsuits against the Board. Security breaches of confidential information could result in significant costs for the CSLB.

G. Functional Requirements

No specific physical requirements are present: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent must travel across the state to conduct occupational analyses interviews (typically twice per year).

H. Other Information

Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. The TVDS II must demonstrate the effective use of principles, methods and legal guidelines related to examination development and validation. Incumbent must be able to present ideas and information effectively both verbally and in writing to a variety of audiences; gain and maintain the cooperation of groups to achieve a specific goal; write, review and edit written reports. This position requires confidentiality and discretion due to the confidential nature of the examination materials.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Employee Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Supervisor Name

**Approved by RH: 5/14/15**

<b>Classification Title</b> Test Validation and Development Specialist I	<b>Board/Bureau/Division</b> Contractors State License Board
<b>Working Title</b>	<b>Office/Unit/Section/Geographic Location</b> Testing Division/Examination Development Unit (EDU) / Sacramento
<b>Position Number</b> 622-432-5183-xxx	<b>Effective Date</b>

General Statement:

Under the direct supervision of the Personnel Selection Consultant (sup) (PSC) II, the TVDS I plays a major role in completing the psychometric, analytical, and technical activities related to the development and validation of 8-10 of the Contractors State License Board's (CSLB's) 46 licensing examinations. Duties include, but are not limited to the following:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

**30% (E) Examination Program Management**

Maintains licensing examination item banks for assigned licensing examinations using custom software by performing the following tasks:

- Analyzes item statistics to evaluate examination item performance.
- Reviews candidate comments made during examinations to identify potential item performance issues.
- Evaluates the impact of legislative changes on licensing examinations.
- Compiles data in response to candidate requests for appeals.

**30% (E) Examination Development**

Using custom software:

- Facilitates item (question) writing, item review, and standard setting workshops with Subject Matter Experts.
- Reviews and edits examination items during and after workshops to ensure examination items meet item-writing standards and guidelines.
- Compiles data to assist with setting the passing score for new examinations.
- Works with the PSC II (sup) and the Engineering Student Assistant to develop and revise examination materials to assess applicants' ability to interpret blueprints, charts, and other trade-related graphic representations.
- Prepares examination versions in accordance with the examination's specifications and EDU's standards and guidelines.
- Updates examination study guides to reflect examination content and reference resources.

**25% (E) Occupational Analysis**

Conducts occupational analysis projects to determine the tasks, knowledge, and abilities (KSAs) required for safe and competent work as a contractor in specific licensing classifications using custom software by completing the following tasks:

- Interviews contractors at their workplace to develop a detailed description of trade work.
- Under the direction of the PSC II, prepares a comprehensive draft of the tasks, knowledge, and abilities required for safe and competent trade work.

- Facilitates workshops with Subject Matter Experts to finalize the tasks and KSAs and to develop the examination plan.
- Assists with the determination of the sampling plan and the development and administration of both online and paper occupational analysis surveys.
- Analyzes questionnaire data using Predictive Analytics Software (formerly SPSS) and other software.
- Prepares technical and legally defensible validation reports documenting occupational analysis procedures.

**10% (E) Technical Consultation**

Provides technical consultation to the Testing Division's management staff, construction industry associations, and the public regarding the CSLB's psychometric practices for occupational analyses, examination development, and standard setting. Participates in professional testing organizations and attends training classes and conferences to maintain current knowledge of methods, research, case law, and technology.

**5% (M) Examination Version Quality Review**

Performs periodic peer review of examination versions developed by other TVDS and/or PSC staff using custom software. Identifies problems with examination versions including typographical errors, items that should not be on the same version, and adherence to item writing style guidelines.

**B. Supervision Received**

The TVDS I is directly supervised by the Supervisor of the Examination Development Unit, a Personnel Selection Consultant II, but also receives technical oversight from the Chief of the Testing Division, a Supervising Personnel Selection Consultant.

**C. Supervision Exercised**

None

**E. Administrative Responsibility**

None

**E. Personal Contacts**

Routinely facilitates workshops with contractors serving as Subject Matter Experts.

**F. Actions and Consequences**

Works under supervision while completing multi-phase examination programs. Errors made while performing these duties could severely impact examination-related functions of the CSLB. The consequence of poor examination development could result in discrimination against specific groups, the licensing of unqualified applicants with possible adverse effects on the public, or the failure to license qualified applicants thereby jeopardizing their business and livelihood. Poor examination development could also result in lawsuits against the Board. Security breaches of confidential information could result in significant costs for the CSLB.

**G. Functional Requirements**

No specific physical requirements are present: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent must travel across the state to conduct occupational analyses interviews (typically twice per year).

**H. Other Information**

Incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. The TVDS I must demonstrate the effective use of principles, methods and legal guidelines related to examination development and validation. Incumbent must be able to present ideas and information effectively both verbally and in writing to a variety of audiences; gain and maintain the cooperation of groups to achieve a specific goal; write, review and edit written reports. This position requires confidentiality and discretion due to the confidential nature of the examination materials.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Employee Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Employee Name

**Approved by RH: 5/14/15**

## Department of Consumer Affairs

### Position Duty Statement

HR-041 (new 3/12)

<b>Classification Title</b> Associate Governmental Program Analyst	<b>Board/Bureau/Division</b> Contractors State License Board (CSLB or the Board)
<b>Working Title</b>	<b>Office/Unit/Section/Geographic Location</b> Testing Division/Examination Development Unit/ Sacramento
<b>Position Number</b> 622-432-5393-XXX	<b>Effective Date</b>

#### General Statement:

Under the direction of the Personnel Selection Consultant II - Supervisor (PSC II – Sup), the Associate Governmental Program Analyst (AGPA) completes the psychometric, analytical, and technical activities related to the development and validation of approximately 10 of the Contractors State License Board's (CSLB's) 46 licensing examinations. Duties include, but are not limited to the following:

#### A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

##### 30% Examination Program Management (E)

Maintains licensing examination item banks for assigned licensing examinations by performing the following tasks:

- Analyzes item statistics to evaluate examination item performance.
- Reviews candidate comments made during examinations to identify potential item performance issues.
- Evaluates the impact of legislative changes on licensing examinations and reports findings to the supervisor for further action.
- Compiles data in response to candidate requests for appeals and discusses the impact with the PSC II - Sup for further action.

##### 30% Examination Development (E)

- Facilitates item (question) writing, item review, code update, and standard setting workshops with Subject Matter Experts.
- Reviews and edits examination items during and after workshops to ensure examination items meet item-writing standards and guidelines.
- Compiles data to assist with setting the passing score for new examinations.
- In a lead capacity, directs the Engineering Student Assistant to develop and revise examination materials to assess applicants' ability to interpret blueprints, charts, and other trade-related graphic representations.
- Prepares examination versions in accordance with the examination's specifications and the EDU's standards and guidelines.
- Updates examination study guides.

##### 25% Occupational Analysis (E)

Conducts occupational analysis projects to determine the tasks, knowledge, and abilities (KSAs) required for safe and competent work as a contractor in specific licensing classifications by completing the following tasks:

- Interviews contractors at their workplace to develop a detailed description of trade work.

- Prepares a draft of the tasks, knowledge, and abilities required for safe and competent trade work.
- Facilitates workshops with Subject Matter Experts to finalize the tasks and KSAs and to develop the examination plan.
- Determines the sampling plan and development of occupational analysis surveys.
- Analyzes questionnaire data using Predictive Analytics Software (formerly SPSS) and other software.
- Prepares technical and legally defensible reports documenting occupational analysis procedures.

**10% Technical Consultation (E)**

Provides technical consultation to the Testing Division's management staff, construction industry associations, and the public regarding the CSLB's psychometric practices for occupational analyses, examination development, and standard setting. Participates in professional testing organizations and attends training classes and conferences to maintain current knowledge of methods, research, case law, and technology. Conducts special projects for other CSLB divisions and Administration.

**5% Examination Version Quality Review (E)**

Performs periodic peer review of examination versions developed by other exam specialist staff. Identifies problems with examination versions including typographical errors, items that should not be on the same version, and adherence to item writing style guidelines.

**B. Supervision Received**

The AGPA is under direction by the Supervisor of the Examination Development Unit, a Personnel Selection Consultant II - Sup, but also receives technical oversight from the Chief of the Testing Division, a Supervising Personnel Selection Consultant.

**C. Supervision Exercised**

None

**F. Administrative Responsibility**

None

**E. Personal Contacts**

Routinely facilitates workshops with contractors serving as Subject Matter Experts.

**F. Actions and Consequences**

Works under direction while completing multi-phase examination programs. Errors made while performing these duties could severely impact examination-related functions of the CSLB. The consequence of poor examination development could result in discrimination against specific groups, the licensing of unqualified applicants with possible adverse effects on the public, or the failure to license qualified applicants thereby jeopardizing their business and livelihood. Poor examination development could also result in lawsuits against the Board. Security breaches of confidential information could result in significant costs for the CSLB.

**G. Functional Requirements**

No specific physical requirements are present: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent must travel across the state to conduct occupational analyses interviews (typically twice per year).

**H. Other Information**

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. The AGPA must demonstrate the effective use of principles, methods and legal guidelines related to examination development and validation. The incumbent must be able to present ideas and information effectively both verbally and in writing to a variety of audiences; gain and maintain the cooperation of groups to achieve a specific goal; and write, review and edit written reports. This position requires confidentiality and discretion due to the confidential nature of the examination materials.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Employee Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

**Approved by: RH 5/14/15**

**Department of Consumer Affairs****PROPOSED**

Position Duty Statement

HR-041 (new 5/04)

<b>Classification Title</b> Staff Services Analyst	<b>Board/Bureau/Division</b> Contractors State License Board
<b>Working Title</b>	<b>Office/Unit/Section/Geographic Location</b> Testing Division/Examination Development Unit/ Sacramento
<b>Position Number</b> 622-432-5157-XXX	<b>Effective Date</b>

General Statement:

Under the supervision of the Personnel Selection Consultant II - Supervisor (PSC II – Sup), the Staff Services Analyst (SSA) assists in completing the psychometric, analytical, and technical activities related to the development and validation of approximately 10 of the Contractors State License Board's (CSLB's) 46 licensing examinations. Duties include, but are not limited to the following:

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]**30% (E) Examination Program Management**

Assists with maintaining licensing examination item banks for assigned licensing examinations by performing the following tasks:

- Analyzes item statistics to evaluate examination item performance.
- Reviews candidate comments made during examinations to identify potential item performance issues.
- Compiles data in response to candidate requests for appeals and discusses the impact with the PSC II - Sup for further action.

**30% (E) Examination Development**

- Facilitates item (question) writing, item review, code update, and standard setting workshops with Subject Matter Experts.
- Reviews and edits examination items during and after workshops to ensure examination items meet item-writing standards and guidelines.
- Compiles data to assist with setting the passing score for new examinations.
- Assists the PSC II -Sup and the Engineering Student Assistant to develop and revise examination materials to assess applicants' ability to interpret blueprints, charts, and other trade-related graphic representations.
- Prepares examination versions in accordance with the examination's specifications and the EDU's standards and guidelines.
- Updates examination study guides.

**25% (E) Occupational Analysis**

Assists with occupational analysis projects to determine the tasks, knowledge, and abilities (KSAs) required for safe and competent work as a contractor in specific licensing classifications by completing the following tasks:

- Interviews contractors at their workplace to develop a detailed description of trade work.
- Assists the PSC II - Sup, to prepare a draft of the tasks, knowledge, and abilities required for safe and competent trade work.
- Facilitates workshops with Subject Matter Experts to finalize the tasks and KSAs and to develop the examination plan.

- Assists with the determination of the sampling plan and development of occupational analysis surveys.
- Analyzes questionnaire data using Predictive Analytics Software (formerly SPSS) and other software.
- Prepares technical and legally defensible draft reports documenting occupational analysis procedures.

**10% (E) Technical Consultation**

Provides technical consultation to the Testing Division's management staff, construction industry associations, and the public regarding the CSLB's psychometric practices for occupational analyses, examination development, and standard setting. Participates in professional testing organizations and attends training classes and conferences to maintain current knowledge of methods, research, case law, and technology. Assists with conducting special projects for other CSLB divisions and Administration.

**5% (M) Examination Version Quality Review**

Performs periodic peer review of examination versions developed by other exam specialist staff. Identifies problems with examination versions including typographical errors, items that should not be on the same version, and adherence to item writing style guidelines.

**B. Supervision Received**

The SSA is supervised by the Supervisor of the Examination Development Unit, a Personnel Selection Consultant II - Sup, but also receives technical oversight from the Chief of the Testing Division, a Supervising Personnel Selection Consultant.

**C. Supervision Exercised**

None

**G. Administrative Responsibility**

None

**E. Personal Contacts**

Routinely facilitates workshops with contractors serving as Subject Matter Experts.

**F. Actions and Consequences**

Works under supervision while completing multi-phase examination programs. Errors made while performing these duties could severely impact examination-related functions of the CSLB. The consequence of poor examination development could result in discrimination against specific groups, the licensing of unqualified applicants with possible adverse effects on the public, or the failure to license qualified applicants thereby jeopardizing their business and livelihood. Poor examination development could also result in lawsuits against the Board. Security breaches of confidential information could result in significant costs for the CSLB.

**G. Functional Requirements**

No specific physical requirements are present: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. The incumbent must travel across the state to conduct occupational analyses interviews (typically twice per year).

**H. Other Information**

The incumbent must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, and manage time and resources effectively. The SSA must demonstrate the effective use of principles, methods and legal guidelines related to examination development and validation. The

incumbent must be able to present ideas and information effectively both verbally and in writing to a variety of audiences; gain and maintain the cooperation of groups to achieve a specific goal; and write, review and edit written reports. This position requires confidentiality and discretion due to the confidential nature of the examination materials.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Employee Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

**Approved by: RH 5/14/15**