

**Department of Consumer Affairs**

Position Duty Statement

HR-041 (new 5/04)

<b>Classification Title</b> Graduate Student Assistant	<b>Board/Bureau/Division</b> Contractors State License Board (CSLB or Board)
<b>Working Title</b>	<b>Office/Unit/Section/Geographic Location</b> Testing/ Examination Development/ Sacramento
<b>Position Number</b> 622-432-4872-907	<b>Effective Date</b>

**General Statement:** Under close supervision of the Personnel Selection Consultant II (sup), the incumbent will support staff and perform a variety of research duties in the Examination Development Unit (EDU) that is responsible for the development and maintenance of the 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 Research**

Perform library, online, and statistical research on topics of interest to the Testing Division, such as pass point setting methods, techniques for multiple-choice item writing, and online survey methods. Conduct research projects that utilize Testing Division data, such as historical analyses of passing rates, comparisons of first-time test taker item analysis statistics to those of repeat test takers, and examination reliability summary reports. Assist with other special projects as needed.

**20% (E) Examination Development**

Assist Test Development personnel with examination development workshops. Prepare materials for workshops. Attend item writing and item review workshops to gain experience in examination development and item analysis. Assist with the preparation of examinations by proofreading versions for typographical errors, formatting problems, and questions that cannot be on the same examination version together.

**20% (E) Survey Research**

Attend workshops and/or occupational analysis interviews to gain experience in occupational analysis survey research. Develop online surveys for occupational analyses and other CSLB research projects. Make recommendations to exam specialists.

**20% (E) Reference Research**

Perform research by telephone and on the Internet to update examination study guides, identify current building codes, and find relevant reference resources. Develop and maintain database of reference materials. Confirm with EDU staff to see if reference materials are up to date. Inform EDU staff if there are new editions to existing reference materials. Assist staff in ordering reference materials when needed. Maintain EDU construction library.

**Position Duty Statement**  
**Graduate Student Assistant – Testing Division**

**5% (E) Subject Matter Expert Research**

Research the license status of potential Subject Matter Experts (SMEs) in the Board's mainframe computer system. Monitor and identify incorrect details while data from the Division's SME database in an old application (ACT) is converted to the Division's custom software (SCORE), trade by trade. Correct inconsistencies, such as comparing multiple mailing addresses to determine which one has priority. Contact SMEs by email, phone, or FAX to recruit them for workshops.

**5% (M) Examination Comment Research**

Review comments made by examination candidates regarding specific test questions. Determine if comments need further research. Make recommendations to exam specialists.

**B. Supervision Received**

The Graduate Student Assistant is directly supervised by the Manager of the Examination Development Unit, a Personnel Selection Consultant II (sup).

**C. Supervision Exercised**

None.

**D. Administrative Responsibility**

None.

**E. Personal Contacts**

The Graduate Student Assistant works cooperatively with EDU staff. May interact on the phone and in person with contractors serving as subject matter experts.

**F. Actions and Consequences**

This position requires confidentiality and discretion due to the confidential nature of the examination materials. Security breaches of confidential information could result in significant cost for the CSLB.

**G. Functional Requirements**

No specific physical requirements are present: the incumbent works approximately 20 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

**H. Other Information**

Incumbent must possess good communication skills, work independently, manage time and resources effectively, and be responsive to CSLB management needs.

**Position Duty Statement  
Graduate Student Assistant – Testing Division**

**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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Printed 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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Printed Name

**Revised: 12/2014**

**Approved by: EF 12/16/2014**