

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice – Repost was 868/2010/001480 and 868/2009/001480

Civil Service Title: Tests & Measurement Specialist	Level: 1
Title Code No: 12704	Salary: \$45,358 - \$67,459
Office Title: Tests & Measurement Specialist	Work location: 1 Centre St., N.Y.
Division/Work Unit: DCPS/Exams	Number of Positions: 38

Hours/Shift: Day / 35 Hours

Job Description

The New York City Department of Citywide Administrative Services (DCAS), Division of Citywide Personnel Services (DCPS), seeks to hire Tests & Measurement Specialists to develop and administer civil service examinations. The candidates' duties will be to conduct field observations and interviews to identify the essential functions of job titles, create and administer job analysis questionnaires, analyze questionnaire data to create test plans; develop, administer and rate tests for employment and promotion in a variety of NYC government agencies.

Qualification Requirements

1. A Master's degree in psychology or a related field from an accredited college including or supplemented by at least 12 credits in any combination of two or more of the following course areas: tests and measurement, statistics, research, personnel psychology, and computers; or
2. Completion of at least 45 credits towards a Master's degree in psychology or a related field from an accredited college including or supplemented by at least 12 specialized credits as described in 1 above; or
3. A Baccalaureate degree in psychology or a related field from an accredited college including or supplemented by at least 12 specialized credits as described in 1 above, and two years of satisfactory full-time professional experience in the development of personnel selection tests; or
4. Education and/or experience equivalent to 1, 2 or 3 above. However, all candidates must possess a Baccalaureate degree from an accredited college and the 12 specialized credits as described in 1 above.

Essential Skills

Applicants must have excellent English communication skills and have a strong desire to work with diverse groups of people to creatively develop exams.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#2011/001480. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 1/5/2011	Post Until: 4/5/2011	JVN: 868-2011-001480
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The City of New York is an Equal Opportunity Employer.