

Title: HR Generalist - Assessment
PG: 49
Status: Civil Service
Position Reports to: HR Specialist - Assessment
Department: Civil Service

Class Code: 2118
Date: 06/09

GENERAL DESCRIPTION OF CLASS:

This is a professional position responsible for technical work in the Assessment Services division of the Civil Service Office. Work activities involve the application of psychological principles in the development, administration, and validation of employee selection and promotion processes. Employee also evaluates the effectiveness, utility and legal soundness of such processes. Employee conducts research projects using statistical analysis, including job analysis, surveys, and training needs analysis, in order to assist in the development of employee selection, recruitment, and retention strategies. Employee is expected to function with a high degree of independence. Work is conducted under the general guidance and supervision of the HR Specialist – Assessment.

ESSENTIAL FUNCTIONS:

1. Assists in the design and development of valid and defensible selection tools and processes for all levels of positions across a variety of functional areas within the organization.
2. Conducts job analysis and interprets the data for use in job descriptions, recruiting, testing, training, job design, and other appropriate purposes as necessary.
3. Maintains current knowledge of state and federal employment laws and guidelines.
4. Ensures the security of confidential material.
5. Interfaces with high-level public officials, community leaders, employees and the public regarding policies, rules, regulations, and provisions regarding testing practices.
6. Serves as an internal consultant to advise managers and supervisors on assessment processes and policies.
7. Maintains necessary computer databases and spreadsheets to facilitate statistical analyses and maintains computer files of essential testing data.
8. Evaluates testing and assessment products and makes process/program enhancements.
9. Supervises; plans and coordinates work assignments of Testing Services employees in the absence of the HR Specialist - Assessment.
10. Performs statistical review of item and test data.
11. Conducts informational presentations and assessment center orientation presentations using PowerPoint.
12. Counsels potential employees concerning employment opportunities with the City and assists current employees to develop career plans.
13. Develops performance reports and conducts assessment center reviews with employees.
14. Trains assessors for grading assessment center exercises.
15. Designs and develops valid and defensible selection tools and processes for all levels of positions across a variety of functional areas within the organization.

ADDITIONAL RESPONSIBILITIES:

1. Participates in research and norming studies with national test developers.
2. Conducts independent evaluations and studies as required.
3. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of a job analysis techniques and procedures.
2. Knowledge of test principles, methods and practices to include validation processes.
3. Knowledge and ability to apply various computer software programs to include MS Office Suite (Excel, Word, PowerPoint and Outlook), and SPSS.
4. Knowledge of the Uniform Guidelines on Employee Selection Procedures and Standards for Educational and Psychological Testing.

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5. Knowledge of Affirmative Action, EEOC, ADA, Veterans Preference, and Government in the Sunshine Laws.
6. Knowledge of advanced statistical methods and interpretation of statistical data.
7. Knowledge of assessment center methodology.
8. Ability to plan and organize large scale selection and/or promotion processes.
9. Ability to develop test materials using a variety of methods, including written, performance, audio-visual, and computer-based tests.
10. Ability to communicate effectively both verbally and in writing.
11. Ability to maintain confidentiality of departmental records and sensitive situations.
12. Willingness to work hours necessary to perform the functions associated with this position in order to meet operational needs.
13. Willingness to establish and maintain effective working relationships with supervisors, co-workers, other City employees, and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires mostly sedentary work but occasionally may require standing or walking for long periods of time during assessment centers and performance testing. Frequent and repetitive motion of fingers, hands, and write due to computer/keyboard operations May occasionally lift or exert up to 25 pounds. Normal visual acuity and field of vision, hearing, speaking, fine motor skills, and color perception. May be exposed to hot/cold temperatures, adverse weather conditions, noxious odors and wet, humid conditions during performance testing and observation of jobs for job analysis.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited college or university with a four (4) year degree with major course work in human resources, psychology, business administration, public administration or related field. M. S. in Industrial/Organizational Psychology is preferred.
2. Knowledge of statistical computer software, SPSS preferred.
3. Two (2) years of progressively responsible experience in human resource work. Experience in job related personnel testing and evaluation programs plus assessment center development and administration preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid contact telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.