**Department of Consumer Affairs**

Position Duty Statement

HR-041 (new 9/2019)

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| **Classification Title**  Examination Proctor | **Board/Bureau/Division**  Contractors State License Board |
| **Working Title**  Examination Proctor | **Office/Unit/Section/Geographic Location**  Examination Administration/Oxnard Testing Center |
| **Position Number**  622-433-1854-915 | **Name and Effective Date** |

General Statement: Under the direction of the Staff Services Manager I, the Examination Proctor is responsible for oversight of licensing examinations.  Duties include, but are not limited to:

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

95% (E)

* Administers written and computer-based licensing and certification examinations
* Inspects candidate’s identification to verify authenticity and ensures only authorized persons are admitted to the examinations
* Distributes test material to candidates
* Instructs candidates in examination procedures and is on the alert during examinations to prevent misconduct
* Ensures that no person leaves the examination room without authorization and that no examination material is taken from the room
* Maintains order and quiet in the examination room
* Gathers and checks test material for markings, missing material, or damages, and maintains the security of test material
* Assigns tasks and directs the work of other proctors
* Prepares reports of incidents occurring during examinations

5% (M)

* Packages and ships examination material to CSLB Headquarters when requested

B. Supervision Received

The Examination Proctor is supervised by the CSLB Staff Services Manager I and is responsible for the Board’s licensing examinations.

C. Supervision Exercised

None

D. Administrative Responsibility

Onsite examination administration and security

E. Personal Contacts

The Examination Proctor has close contact with prospective licensees during the examination and provides functional oversight to Assistant Examination Proctors.

F. Actions and Consequences

Errors in judgment or lapses in maintaining examination security may result in invalid testing and significant additional cost to the licensing program. Failure to identify misconduct may result in incompetent individuals passing an examination, which could have significant effect on the public, who could be at risk from unqualified practitioners.

G. Functional Requirements

The Examination Proctor must be able to remain in a stationary position up to 50% of the time and occasionally move materials such as boxes weighing up to 20 pounds. The incumbent must position self to perform a variety of tasks and frequently move about to and/or from workstations. The incumbent must remain alert during long exam sessions that may last more than 8 hours.

H. Other Information

The position is intermittent and works at the discretion of the various regulatory programs within the Department of Consumer Affairs. Successful performance requires keenness of observation, tact, patience and a professional demeanor.  Proctors may work as little as 8 hours per month.

**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