

## Department of Consumer Affairs

Position Duty Statement

HR-041 (Revised 9/2019)

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<b>Classification Title</b> Research Data Analyst II	<b>Board/Bureau/Division</b> Contractors State License Board
<b>Working Title</b> Exam Specialist	<b>Office/Unit /Section / Geographic Location</b> Testing Division/Examination Development Unit /Sacramento
<b>Position Number</b> 622-432-5731-XXX	<b>Name and Effective Date</b>

**General Statement:** Under the general supervision of the Research Data Supervisor II (RDSup II), the Research Data Analyst II independently performs the psychometric, analytical, and technical research activities necessary for the development and validation of CSLB's occupational licensing examination programs. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) and Marginal (M) Functions]:**

**35% Examination Development (E)**

- Oversees the selection of subject matter experts to ensure representative samples of participants for item writing, item review, and passing score workshops.
- Facilitates the development of examination questions through the use of standardized item writing and review protocols and custom software.
- Reviews, edits, and researches examination questions based on the application of psychometric standards and guidelines and knowledge of the profession using custom software.
- Constructs examinations through the use of statistical and content-based criteria.
- Evaluates the impact of regulatory and legislative changes on examination content.
- Monitors and evaluates candidate comments against statistical and reference data to identify potential item performance issues.

**25% Occupational Analysis Research (E)**

- Designs and conducts occupational analysis research projects for licensure examination programs to develop empirically based descriptions of professional practice.
- Compiles research from interviews and workshops with subject matter experts to prepare qualitative data for use in occupational analysis surveys.
- Determines sampling plan for occupational analysis research based on established statistical protocols.
- Determines demographic variables and survey rating scales based on research goals.
- Develops and administers occupational analysis surveys using web-based survey software.
- Interprets occupational analysis research results to inform management of demographic and scope of practice trends.

**20% Statistical Analysis and Interpretation (E)**

- Performs periodic statistical analysis to evaluate examination item performance.
- Interprets data to identify poorly functioning examination items.
- Performs statistical analyses to evaluate reliability and performance of licensing examination forms (e.g., identify the performance of repeat vs. first-time test-takers).
- Performs statistical analysis on occupational analysis data to identify respondent sample characteristics and scope of practice trends.

- Analyzes examination performance data to identify issues that need to be addressed and maintains assigned item banks.
- Performs statistical analysis of passing score research studies to assess inter-rater reliability and to determine overall findings. Evaluates the results of previous examinations in addition to qualitative and quantitative data collected in passing score workshops to develop empirically determined passing scores.
- Performs statistical analysis of quantitative and qualitative data to address specific questions at the request of CSLB clients.

**10% Examination Validation Research Planning (E)**

- Consults with trade associations and related governmental agencies to evaluate examination development and validation research needs.
- Compiles quantitative and qualitative data from licensure examination programs to evaluate status of examination item banks and quality of examination items.
- Determines demographic criteria for selection of subject matter experts; evaluates subject matter expert availability and participation incentives to determine recruitment plans.
- Assesses existing licensure examination programs against psychometric standards to identify program improvements.
- Develops specific research project plans to ensure that all aspects of examination programs are legally defensible.

**10% Research Consulting and Documentation (E)**

- Provides consulting and educational assistance to management on sound psychometric research practices for occupational analyses, examination development, and standard setting related to specific examination programs.
- Prepares technical reports in professional format, and letters and memos explaining research findings and recommendations in understandable language.
- Prepares tables, graphs, and interprets research findings to ensure occupational analysis reports are accurate and clear.
- Prepares research-based presentations for the RDSup II to present at board meetings.
- Attends training classes and conferences to maintain current knowledge of examination-related research methods, case law, and technology.

**B. Supervision Received**

The RDA II is under the general supervision of the EDU Supervisor, a Research Data Supervisor II.

**C. Supervision Exercised**

None.

**D. Administrative Responsibility**

The RDA II has responsibility for all phases of complex and sensitive, multi-phase licensure examination research projects.

**E. Personal Contacts**

Has daily contact with CSLB staff and management. Routinely communicates with SMEs from various trades participating in confidential workshop activities. Communicates sensitive information to CSLB executive officers. Develops and maintains cooperative

and collaborative working relationships with all persons and agencies contacted in the course of work.

**F. Actions and Consequences**

Works under general direction while completing sensitive and complex examination validation research programs. Failure to adequately perform development activities using appropriate methods in a timely manner could result in the inability of CSLB to administer their licensure examinations. Improper examination development or security breaches of confidential information could have substantial monetary and political impact on CSLB, examination participants, and ultimately the consumer who may be harmed by candidates being licensed who are not qualified.

**G. Functional Requirements**

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. This position requires facilitating periodic workshops that may require working more than eight hours in a day. In addition, this position may be assigned client programs that require working on some Saturdays. The ability to use a personal computer, panel projector, and telephone is essential. Movement is consistent with office work and requires the incumbent to frequently remain in a stationary position and move about inside the office. The incumbent must position self to perform a variety of tasks, including retrieval of files and movement of items weighing approximately 10-15 pounds. The incumbent must travel across the state to conduct occupational analyses interviews (typically twice per year) by various methods of transportation.

**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. Incumbent functions in an environment where there is much complexity in the structure of the licensing profession(s). Incumbent is required to maintain an awareness of current testing theories, methods, and techniques for examination development; methods and procedures for standard setting; various procedures for examination administration; and, professional standards, guidelines, and case law related to examinations by creating and attending relevant training classes and conferences. Incumbent must demonstrate effective use of principles, methods, and facts required of a consultant's knowledge domain. Incumbent is expected to establish and maintain effective relationships with CSLB staff, professional organizations, and SMEs. This position requires confidentiality and discretion due to the confidential nature of the examination materials.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

**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's Printed Name, Classification

**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, Classification

**Approved by OHR (JM): 10/2020**

## Department of Consumer Affairs

Position Duty Statement

HR-041 (Revised 9/2019)

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<b>Classification Title</b> Research Data Analyst I	<b>Board/Bureau/Division</b> Contractors State License Board
<b>Working Title</b> Exam Specialist	<b>Office/Unit /Section / Geographic Location</b> Testing Division/Examination Development Unit /Sacramento
<b>Position Number</b> 622-432-5729-XXX	<b>Name and Effective Date</b>

**General Statement:** Under the direct supervision of the Research Data Supervisor II (RDSup II), the Research Data Analyst I performs the psychometric, analytical, and technical research activities necessary for the development and validation of CSLB's occupational licensing examination programs. Duties include, but are not limited to, the following:

**A. Specific Assignments [Essential (E) / Marginal (M) Functions]:**

**35% Examination Development (E)**

Works cooperatively with EDU RDS II and RDS III staff to maintain licensing examination programs by performing the following tasks:

- Evaluates the selection of subject matter experts to ensure representative samples of participants for item writing, item review, and passing score workshops.
- Facilitates the development of examination questions through the use of standardized item writing and review protocols and custom software.
- Reviews, edits, and researches examination questions based on the application of psychometric standards and guidelines and knowledge of the profession using custom item banking software.
- Constructs examinations through the use of statistical and content-based criteria.
- Evaluates the impact of regulatory and legislative changes on examination content.
- Monitors and evaluates candidate comments against statistical and reference data to identify potential item performance issues.

**25% Occupational Analysis Research (E)**

Works cooperatively with EDU RDS II and RDS III staff to conduct occupational analysis research projects by performing the following tasks:

- Compiles research from interviews and workshops with subject matter experts (SMEs) to prepare qualitative data for use in occupational analysis surveys.
- Follows sampling plan for occupational analysis research based on established statistical protocols.
- Determines demographic variables and survey rating scales based on research goals.
- Develops and administers occupational analysis surveys using web-based survey software.
- Interprets occupational analysis research results to inform supervisor of demographic and scope of practice trends.

**20% Statistical Analysis and Interpretation (E)**

- Performs ongoing statistical analysis to evaluate examination item performance.
- Interprets data to identify poorly functioning examination items.
- Performs statistical analyses to evaluate reliability and performance of licensing examination forms (e.g., identify the performance of repeat vs. first-time test-takers).
- Performs statistical analysis on occupational analysis data to identify respondent sample characteristics and scope of practice trends.

- Analyzes examination performance data to identify issues that need to be addressed and maintains assigned item banks.
- Performs statistical analysis of passing score research studies to assess inter-rater reliability and to determine overall findings. Provides results to RDSup II to assist with the determination of passing scores.
- Performs statistical analysis of quantitative and qualitative data to address specific questions at the request of CSLB management.

**10% Examination Validation Research Planning (E)**

- Consults with trade associations and related governmental agencies to evaluate examination development and validation research needs.
- Compiles quantitative and qualitative data from licensure examination programs to evaluate status of examination item banks and quality of examination items.
- Determines demographic criteria for selection of subject matter experts and evaluates subject matter expert availability and participation incentives to determine recruitment plans.
- Develops specific research project plans to ensure that all aspects of examination programs are legally defensible.

**10% Research Documentation (E)**

- Prepares technical reports in professional format, and letters and memos explaining research findings and recommendations in understandable language.
- Prepares tables, graphs, and interprets research findings to ensure occupational analysis reports are accurate and clear.
- Prepares research-based presentations for the RDSup II to present at board meetings.
- Attends training classes and conferences to maintain current knowledge of examination-related research methods, case law, and technology.

**B. Supervision Received**

The RDA I is under the direct supervision of the EDU Supervisor, a Research Data Supervisor II.

**C. Supervision Exercised**

None.

**D. Administrative Responsibility**

None.

**E. Personal Contacts**

Has daily contact with CSLB staff and management. Routinely communicates with SMEs from various trades participating in confidential workshop activities. Develops and maintains cooperative and collaborative working relationships with all persons and agencies contacted in the course of work.

**F. Actions and Consequences**

Failure to adequately perform development activities using appropriate methods in a timely manner could result in the inability of CSLB to administer their licensure examinations. Improper examination development or security breaches of confidential information could have substantial monetary and political impact on CSLB, examination participants, and ultimately the consumer who may be harmed by candidates being licensed who are not qualified.

**G. Functional Requirements**

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. This position requires facilitating periodic workshops that may require working more than eight hours in a day. In addition, this position may be assigned client programs that require working on some Saturdays. The ability to use a personal computer, panel projector, and telephone is essential. Movement is consistent with office work and requires the incumbent to frequently remain in a stationary position and move about inside the office. The incumbent must position self to perform a variety of tasks, including retrieval of files and movement of items weighing approximately 10-15 pounds. The incumbent must travel across the state to conduct occupational analyses interviews (typically twice per year) by various methods of transportation.

**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. Incumbent functions in an environment where there is much complexity in the structure of the licensing profession(s). Incumbent is required to maintain an awareness of current testing theories, methods, and techniques for examination development; methods and procedures for standard setting; various procedures for examination administration; and, professional standards, guidelines, and case law related to examinations by creating and attending relevant training classes and conferences. Incumbent must demonstrate effective use of principles, methods, and facts required of a consultant's knowledge domain. Incumbent is expected to establish and maintain effective relationships with CSLB staff, professional organizations, and SMEs. This position requires confidentiality and discretion due to the confidential nature of the examination materials.

This position is subject to Title 16, section 3830 of the California Code of Regulations, the Department of Consumer Affairs' Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

**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's Printed Name, Classification

**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, Classification

**Approved by OHR (JM): 10/2012**