

Current Proposed

Classification Title Examination Proctor	Division Selection Division
Working Title Examination Proctor	Office/Unit/Section Merit System Services
Position Number 363-680-1854-900	Effective Date
Name	Date Prepared April 2021

CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for all issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Vision: To be the premier leader and trusted partner in innovative human resources management.

Our Mission: To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

General Statement

Under the guidance and direction of the Staff Services Manager II, the examination proctor administers examinations for the Merit System Services Program. Exams are given throughout the state. The examination proctor performs a variety of clerical and technical duties in support of CalHR's Merit System Services Program.

The primary responsibilities of Examination Proctors are to safeguard all aspects of exam security; to conduct the exam efficiently, courteously, and quietly; to protect candidates from disturbance; and to return all test materials promptly.

Compensation will be based on an hourly rate. Test-related travel may be reimbursed according to CalHR's travel reimbursement guidelines. Proctors are considered CalHR's MSS Program temporary employees.

Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

70% Examinations (E)

Acts as an Examination Proctor at various facilities which includes set-up for exams; checking in exam candidates and providing verbal and written instructions in the administration of exams; collects and maintains all test materials when completed; verifies confidential candidate information for testing purposes; maintains exam schedules; ensures exam security for confidential test materials involved in the testing process; maintains order and proper testing atmosphere for

exam candidates; disqualifies and may excuse candidates who fail to adhere to appropriate testing behavior during the testing process; ensures confidentiality of candidates; times the exam; follows testing protocol precisely.

30% Examination Coordination (E)

Directs the work of other proctors; provides training and orientation for assistant proctors and other onsite staff; prepares reports of incidents occurring during examination; occasionally arranges for proctors and facilities to hold examinations; receives test materials; inventories test materials upon receipt and prior to return; completes any documentation on a timely basis; packages and ships or return test material.

Supervision Received

The Examination Proctor reports directly to and receives the majority of assignments from the Staff Services Manager II; CalHR will provide training; in addition, direction and assignments may also come from the Staff Services Manager I (Specialist), Associate Personnel Analysts, Associate Governmental Program Analyst or Staff Services Analysts of the Merit System Services Program.

Supervision Exercised

None

Required Skills

- Ability to operate standard office equipment such as, but not limited to; a personal computer (desk top or lap top models), paper shredder, basic calculator, document system (copier, facsimile, imaging).
- Ability to communicate effectively, have a keen ability to pay attention to details, and be flexible to changing work assignments and timelines/deadlines with short notice.
- Ability to sustain prolonged sitting, use of the telephone, personal computer and copier.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

- On an as needed basis, proctor assignments may be on weekends; travel may be required.
- Security and Confidentiality acknowledgement and agreement must be signed prior to receiving access to computer systems.
- All building access cards must be returned on last day of employment.
- Work generally takes place at authorized test sites but may take place at another location (such as proctor's home for receiving and inventorying materials).
- Examination Proctor must be able to lift and/or transport up to 40-pound packages to and from test site and/or shipping facilities.

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 Personnel analyst.)

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date