

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
TESTING AND SELECTION UNIT
ASSESSMENT CONSULTATION TEAM**

NAME: Vacant

JOB TITLE: Analyst II

POSITION NUMBER: 420-057-5393-xxx

STATEMENT OF DUTIES: Under direction of the Assessment Consultation Team (ACT) Supervisor I, the Analyst II independently performs the more difficult and complex analytical assignments related to the development, administration, and validation of hiring assessments for the various Divisions/Bureaus within the Department of Justice.

SUPERVISION RECEIVED: Reports directly to the Supervisor I in the ACT.

SUPERVISION EXERCISED: None. May serve as a lead over analytical and support staff.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is used on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, composing or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be necessary.

ESSENTIAL FUNCTIONS

40% Assessment Development & Administration: Independently performs the more difficult and complex tasks associated with creating and administering hiring assessments (e.g., multiple choice, essay, work sample/performance) for Departmental job vacancies. Independently develops application screening matrices for job vacancies, including the option for multiple assessment phases with unique weighting and multiple raters. Administers the more complex and difficult hiring assessments using various methods and the full range of assessment types used on ACT's online testing platform, Assess.ai. Tags items for appropriate record-keeping and historical documentation. Collaborates with hiring managers and other relevant Subject Matter Experts to perform "Minimally Acceptable Competency (MAC)" calculations and set assessment pass points.

Analyst II
Duty Statement

- 30% Consultation:** Independently consults with hiring managers and acts as subject matter expert on more complex selection topics and materials requests, including, but not limited to: online and in-person assessment needs and strategies; scoring methods, criteria, benchmarks and appropriate use of these resources; appropriate reference questions; and State hiring practices, policies, standards, and regulations.
- 10% Results Reporting & Analysis:** Independently downloads, formats, cleans, evaluates, and reports candidate score data to hiring managers. Provides assessment results to hiring managers using data visualization techniques (e.g., graphs, charts) and statistical analyses to report candidate performance on specific competency areas.
- 10% Research, Statistical Analyses, and Data Management:** Independently performs and reviews item analyses of candidate score data; statistical analyses of the performance of assessments and assessment items; and analyses to assess fairness of assessments related to candidate diversity. Monitors, analyzes, and evaluates item difficulty statistics over time to diagnose and enact appropriate solutions to address poorly performing items and assessments. Assists with occupational analysis studies and research, technical, and data collection projects. Performs research and implementation of new or emerging technologies, practices, analytical approaches, and other topics that can add value or improvement to team and unit products and processes
- 10% Other Duties:** Provides back-up assistance to the Exam Unit as needed. Develops and conducts presentations and demonstrations to Departmental management and other stakeholders. Provides training on appropriate development and use of selection tools. Assists with creating, building, and improving structure (e.g., procedures, forms) for the ACT.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

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DIVISION OF ADMINISTRATIVE SERVICES
OFFICE OF HUMAN RESOURCES
TALENT ACQUISITION
TESTING AND SELECTION UNIT
ASSESSMENT CONSULTATION TEAM**

NAME: Vacant

JOB TITLE: Analyst I

POSITION NUMBER: 420-057-5157-xxx

STATEMENT OF DUTIES: Under supervision of the Assessment Consultation Team (ACT) Supervisor I, the Analyst I performs analytical assignments related to the development, administration, and validation of hiring assessments for the various Divisions/Bureaus within the Department of Justice.

SUPERVISION RECEIVED: Reports directly to the Supervisor I in the ACT.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Sedentary: personal computer is used on a daily basis to perform and/or complete tasks such as writing reports, creating spreadsheets and charts, composing or responding to e-mails, etc.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office or similar environment. At the office, an enclosed or open-spaced cubicle in a smoke-free environment located within a high-rise building in Sacramento, California. Occasional statewide travel may be necessary.

ESSENTIAL FUNCTIONS

40% Assessment Development & Administration: Performs tasks associated with creating and administering hiring assessments (e.g., multiple choice, essay, work sample/performance) for Departmental job vacancies. Develops application screening matrices for job vacancies, including the option for multiple assessment phases with unique weighting and multiple raters. Administers hiring assessments using various methods on ACT's online testing platform, Assess.ai. Tags items for appropriate record-keeping and historical documentation. Collaborates with hiring managers and other relevant Subject Matter Experts to perform "Minimally Acceptable Competency (MAC)" calculations and set assessment pass points.

Analyst I
Duty Statement

- 30% Consultation:** Provides guidance and support to hiring managers on selection topics and materials requests, including, but not limited to: online and in-person assessment needs and strategies; scoring methods, criteria, benchmarks and appropriate use of these resources; appropriate reference questions; and State hiring practices, policies, standards, and regulations.
- 10% Results Reporting & Analysis:** With guidance from the Supervisor I, downloads, formats, cleans, evaluates, and reports candidate score data to hiring managers. Provides assessment results to hiring managers using data visualization techniques (e.g., graphs, charts) and statistical analyses to report candidate performance on specific competency areas.
- 10% Research, Statistical Analyses, and Data Management:** With oversight from the Supervisor I, performs tasks associated with item analyses of candidate score data, other statistical analyses of the assessments and assessment items, and statistical analyses to assess fairness of assessments related to candidate diversity. With guidance from the Supervisor I, performs occupational analysis studies and other research, technical, and data collection projects. Researches and provides recommendations on new or emerging technologies, practices, analytical approaches, and other topics that can add value or improvement to team and unit products and processes.
- 10% Other Duties:** Provides back-up assistance to the Exam Unit as needed. Develops and conducts presentations and demonstrations to Departmental management and other stakeholders. Provides training on appropriate development and use of selection tools. Assists with creating, building, and improving structure (e.g., procedures, forms) for the ACT.

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- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date