OCCUPATIONAL TESTING EVALUATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position administers, coordinates and monitors commercially prepared test materials related to occupational and vocational evaluation. The duties involve responsibility for reviewing a participant's performance in the testing process and making recommendations for use by persons involved in occupational or training counseling. The work is performed under general supervision with leeway provided for the use of independent judgment. Direct supervision may be exercised over the work of assistants assigned to the testing process.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Introduces participants to the occupation evaluation process and explains purpose of testing;

Analyzes interests and goals of each participant in order to determine appropriate work sample testing;

Selects work sample areas for each participant in order to allow evaluation by observation of those factors involving necessary innate abilities which would indicate probability of success or failure in an occupation;

Administers various standardized test designed to measure career interests, intelligence, special aptitudes and personality traits;

Prepares participant profiles based on results of the testing process, utilizing established formats;

Develops participant testing charts to facilitate utilization of testing results by occupational

counselors or training staff;

Participates in meetings with occupational counseling and training staff to review interpretation and use of testing scores;

Designs and leads in the implementation of workshops for occupational counseling or training staff to assist in developing skills in the use of and interpretation of test profiles;

Performs a variety of minor maintenance and repair tasks to occupational testing equipment, which includes audio-video equipment, and small hand and power tools;

Determines need for and provides for scheduling of major repairs of testing and related equipment through contact or maintenance personnel;

Develops and prepares inventory charts and supply lists concerning the requisition of required supplies;

Prepares attendance and daily participant checklists;

Prepares periodic reports on operation of occupational testing program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to acquire a thorough knowledge of the procedures involved in an occupational evaluation testing and assessment system; good knowledge of conditions of work, trends and job developments regarding individual occupational areas; working knowledge of labor and poverty economics and social science concepts related to poverty and unemployment; working knowledge of audio visual equipment and small hand and power tools; skill in collecting and organizing data received as a result of test evaluation program; ability to interpret occupational test results in order to evaluate vocational strengths and weaknesses of individual participants; ability to prepare narrative

reports based on analytical data; ability to express oneself effectively, both orally and in writing; ability to plan and supervise the work of others; good judgment; tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a Master's degree in Education, Psychology, Vocational Rehabilitation, Social Sciences, or a related field, and one year of experience as a Vocational Evaluator, Employment Counselor, Teacher, or related work experience; or

(B) Possession of a Bachelor's Degree in Education, Psychology, Vocational Rehabilitation, Social Sciences, or a related field and three years of experience as described in (A) above; or

(C) An equivalent combination of training and experience as indicated in (A) and (B) above.