### WHO MAY APPLY
Applicants who meet the minimum qualifications stated in this announcement and who have not taken the examination in the last 12 months may apply for this examination.

### HOW TO APPLY
Please submit both, a **State Application (STD 678)** to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR).** The State Application is available by clicking on the following links:

- State Application (STD 678) - [https://jobs.ca.gov/pdf/STD678.pdf](https://jobs.ca.gov/pdf/STD678.pdf)

### WHERE TO APPLY
**MAIL OR HAND DELIVER TO:** Department of Consumer Affairs Office of Human Resources Attn: Selection Services (S. Shea) 1625 North Market Blvd, Suite N-321 Sacramento, CA 95834

### EXAMINATION CROSS FILING
If you are filing for both the Test Validation and Development Specialist I and the Test Validation and Development Specialist II, you may file one application. Indicate the title of each examination on the State Application (STD 678).

### SPECIAL TESTING ARRANGEMENTS
If you have a disability and need special testing arrangements, mark “yes” on Question #2 on the State Application (STD 678). The Selection Services & Recruitment Unit will contact you to make special testing arrangements.

### CONTINUOUS FILING
Applications are accepted on a continuous basis. Examinations are scheduled as needs warrant.

### SALARY RANGE
$3824 - $4788 per month.

*Salary reflects the increase effective 7/1/2015.

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION
It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application to the address above. Your signature on your State Application (STD. 678) indicates that you have read, understood, and possess the basic qualifications required.

**NOTE:** All State Applications (STD. 678) must include: “to” and “from” dates (month/day/year); time base; and civil service class titles. State Application (STD. 678) received without this information will be rejected. Resumes will not be accepted in lieu of a completed State Application (STD. 678).

### POSITION DESCRIPTION
Positions at this level perform professional analytical and evaluative research associated with personnel selection and/or occupational licensing of average difficulty and assist in more difficult projects. They also contribute significantly to project planning, design, analysis and report preparation. This is considered to be the primary recruitment level.
Spot Location for Sacramento Only. State Applications (STD. 678) will not be accepted on a promotional basis. Career credits do not apply.

Experience: Two years of increasingly responsible research experience which shall have included performing research studies using statistical tests of significance; statistically analyzing research data using correlation, multiple regression or a form of multivariate analysis such as discriminant analysis, canonical correlation or factor analysis; and the preparation of written reports of such research. (Possession of a Master's Degree in Statistics or a behavioral science field may be substituted for one year of the required experience; possession of a doctoral degree with an emphasis in industrial psychology, organizational psychology or psychometrics may be substituted for the entire two years of the required experience.) and

Education: Equivalent to graduation from an accredited college or university. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

This examination will consist of a Qualifications Appraisal Panel (QAP) and is the sole component of the Test Validation and Development Specialist I examination. To obtain a position on the eligible list, a minimum score of 70% must be received.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard development from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

Knowledge of:
1. Principles, procedures, and techniques used in test validation and development including research design and experimental methods.
3. Psychological principles concepts and theory.
4. Various tests and measurements relating to personnel selection and occupational licensing, including the application of quantitative procedures to aptitude, achievement, and performance tests, in psychology and other social sciences.
5. The ethnic and cultural factors involved in validating selection procedures.
6. Electronic data processing techniques related to social science research studies.

Ability to:
1. Apply research principles and methods to research problems, test validation and development.
2. Prepare and evaluate research reports.
3. Apply professional knowledge in resolving complex selection and licensing problems.
4. Establish and maintain effective relationships with other staff members, public and private agencies, and organizations.
5. Teach research principles and methods to other staff members.
6. Carry out complex research projects.
7. Perform in an independent and creative manner.
8. Utilize and apply effectively the required technical knowledge; e.g., psychometric techniques, applicable rules and guidelines, technical standards, etc.
9. Maintain cooperative relationships with those contacted in the course of the work.
10. Speak and write effectively.
11. Act as a team leader.
In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent training and expertise over and above that required under the “Minimum Qualifications”. Preferred types of additional training and experience are:

1. A Master’s Degree in Industrial Psychology or Psychometry.
2. Experience in the construction and validation of group administered aptitude, ability or achievement tests.
3. Research experience involving use of electronic data processing equipment.
4. Graduate level courses in statistics, research design, and multivariate analysis.

A departmental open eligible list will be established for the Department of Consumer Affairs. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veteran’s preference credit will be added to the final score of those competitors who are successful in this examination and who qualify for and have requested these points through California Department of Human Resources (CalHR). Veterans who have achieved permanent civil service status are not eligible to receive veterans’ preference credit.

If you have any questions concerning this announcement, please contact Stephen Shea at the Department of Consumer Affairs, Selection Services and Recruitment Unit, 1625 North Market Blvd, Suite N-321, Sacramento, CA 95834, (916) 574-8370.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922
GENERAL INFORMATION

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned, change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

It is the candidate’s responsibility to contact the Department of Consumer Affairs, Selection Services and Recruitment Unit, at (916) 574-8370 three weeks after the final file date if he/she has not received a progress notice.

Examination Locations: Test locations are determined by the number of candidates and are limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, local offices of the Employment Development Department and the Department of Consumer Affairs.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be rated and scored according to pre-determined rating criteria. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Employment Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

Veterans’ Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans’ Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans’ Preference are on the Veterans’ Preference Application (Std. Form 1093), which is available at http://jobs.ca.gov/Job/VeteransInformation, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways; 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In Open, Non-Promotional examinations, Career Credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful, in the examination.