

TESTING AND TRAINING ASSISTANT

DEFINITION

Assists on an intermittent basis with the administrative details of employment tests for Classified job opportunities and/or assists with the administrative coordination of staff development and training- related classes and activities.

TYPICAL DUTIES

Assists with the administrative details of employment tests or staff development by performing a combination of the following duties:

- Participating in the evaluation of candidates as part of an employment test by ascertaining and evaluating their education, training, experience, and general fitness according to instructions from an analyst or other staff member.

- Assisting a Human Resources Specialist in developing employment test parts including multiple choice tests, performance tests, interviews, evaluations of training and experience, and writing projects.

- Administering employment tests by providing instructions to candidates and assessment panel members.

- Scoring employment tests and recording scores manually or electronically as part of candidates' test record.

- Coordinating various staff development/training programs and outplacement services by identifying facilities at which to hold programs; contacting instructors, participants, and site administrators to schedule activities; and preparing training facilities for use.

- Providing information through telephone contacts and email to training participants regarding training program services and assists participants in enrolling in classes and programs.

- Coordinating the dissemination of information to publicize various training programs and activities.

- Maintaining training records and tracks training program activities.

- Coordinating special recruitment, employment selection, and/or training related projects as necessary.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Testing and Training Assistant is employed on an intermittent basis to assist with the administrative details of employment tests for Classified job opportunities and/or assists with the administrative coordination of staff development and training-related classes and activities.

A Human Resources Specialist I applies basic knowledge and skills of Human Resources administration in the progression of duties and responsibilities leading to qualification as a Human Resources Specialist II or higher. A Human Resources Specialist I receives on-the-job training and performs duties directly related to the duties of the higher-level classes of Human Resources Specialist II and III.

An Administrative Staff Aide is a trainee-level professional class that can be used to gain entry into several professional specialties. An Aide receives on-the-job training and assists higher-level staff members by performing assigned technical duties. This class is intended to provide orientation for promotion into several professional fields such as personnel administration and administrative analysis.

SUPERVISION

Immediate supervision is received from higher-level technical personnel. No supervision is exercised.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of human resources in areas that include recruitment, employment selection, and staff development and training
- Computer operations
- Basic math and statistical concepts
- Effective public relations
- Employment interviewing techniques

Ability to:

- Follow instructions
- Interview effectively
- Learn, apply, and explain personnel laws, rules, procedures, and related concepts of human resources
- Establish and keep manual and automated records and maintain files
- Use a variety of computer programs
- Establish rapport with and understand the concerns of candidates from diverse backgrounds

ENTRANCE QUALIFICATIONS

Education and Experience:

Completion of at least four years of education at a recognized college or university

or

Four years of related interviewing, training, or human resources experience. College-level education in personnel administration is preferable.

Special:

A Valid California Class C Driver License and the use of and automobile or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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