

Summary of Duties: Coordinates and supervises the off site administration of all written civil service examinations and other related duties.

Distinguishing Features: A Chief Proctor is responsible for the off site administration of civil service written examinations administered on weekends, including the supervision of all Proctors and Senior Proctors. The class of Chief Proctor is distinguished from the class of Senior Proctor in that the former has greater supervisory responsibilities and performs duties at a level involving the exercise of greater initiative, judgment, and responsibility.

Since most of the work is located at off site testing locations, an employee of this class is required to exercise considerable initiative and judgment in planning a course of action or handling problems which may occur during civil service examinations.

Examples of Duties: Directs and coordinates the off site administration of all written civil service examinations; supervises personnel engaged in administering civil service written tests to applicants for City positions; makes room assignments for each civil service test; makes specific work assignments to Proctors and Senior Proctors at test locations; maintains control and security of test materials at the test site; supervises and monitors all classrooms for proper procedures; resolves problems, answers questions and complaints from candidates; may hire, train, assign, supervise and discipline Proctor staff; loads, transports, and unloads test materials to the off site test locations; and may be required to prepare reports on occurrences or incidents during testing.

Qualifications: The ability to plan, organize, direct, coordinate and review the work of a group of employees engaged in administering civil service examinations; the ability to deal tactfully and effectively with employees and the public; the ability to communicate effectively and persuasively with employees and the public; the ability to keep accurate and complete records and inventory of test materials; and the ability to prepare routine reports.

Four years of experience in a class at least at the level of Senior Clerk and which provides experience in the administration of tests to large groups is required for Chief Proctor.

License: A valid California driver's license and a good driving record are required.

Physical Requirements: Strength to perform average lifting up to 20 pounds and occasionally over 50 pounds; body agility and equilibrium involved in climbing stairs while carrying heavy loads of test materials; and good eyesight.

Persons with other medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on the individual basis in light of the person's limitations, the requirement of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.