

## PERSONNEL RESEARCH PSYCHOLOGIST, 1740

Summary of Duties : Plans, directs, coordinates, and supervises the work of a group of professional employees engaged in a variety of research activities related to the City's personnel selection program; serves as a technical advisor to the management and staff of the Personnel Department; and does related work.

Distinguishing Features : A Personnel Research Psychologist is distinguished from a Personnel Research Analyst in that a Personnel Research Psychologist directs the work of the Job Analysis/Test Research Section of the Personnel Department. This work involves the development of research designs for test validation studies and ensuring that these studies are consistent with professional standards and with federal and state regulations and guidelines; the development of personnel assessment devices including tests, performance appraisal systems, questionnaires, and other measures; and the development of proposals to modify the City's personnel assessment practices to incorporate current developments in the field of personnel psychology. The Personnel Research Psychologist serves as a consultant to Personnel Department staff, City Attorney's Office, and other departments on questions involving technical issues in the field of personnel assessment and statistics. The review of this employee's work is based on management assessment of results achieved in the area of employee selection.

Examples of Duties : Supervises employees engaged in the analysis of employee selection instruments and other personnel assessment procedures, including conducting validity studies using content, construct and criterion strategies; interprets the results of complex statistical analyses of data for test validation studies; trains subordinates and directs them in the use of such statistical procedures as simple and multiple correlation, partial correlation, factor analysis, analysis of variance, and covariance, chi square, and other appropriate statistical procedures; applies and directs the application of statistical packages such as SAS, SPSS and BMDP in the analysis of data; directs the design and conduct of training in statistics, job analysis, and research methodologies for test validation staff and staff of other divisions and departments; serves as a consultant to Personnel Department staff, City Attorney's Office, and other departments on questions involving technical issues in the field of personnel assessment and statistics; directs the review and comment on proposed legislation, guidelines, and other policy making documents which have implications for employee selection procedures of the City; occasionally represents the City at local and national level meetings with other psychologists and personnel managers to formulate comments on legislation and to assist other governmental agencies in the development of guidelines in a variety of employment areas; may be required to provide expert testimony before commissions, courts or

other official bodies; fulfills supervisory responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A knowledge of the principles, concepts and terminology of the behavioral sciences; a knowledge of statistical methods and methodology; a knowledge of problems, techniques, methods and procedures of planning and conducting empirical research; a knowledge of federal and state requirements and guidelines for employee selection procedures, related court decisions, and recent developments in the field of psychological research and testing; a knowledge of City personnel rules, policies and procedures; a knowledge of supervisory principles and practices; a knowledge of the laws and regulations relating to equal employment opportunity and affirmative action; a knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to formulate and express ideas clearly in writing and in oral presentations; the ability to work independently and think creatively in directing and conducting research projects; and the ability to work effectively with City personnel, other agencies and the public.

A doctoral degree in Industrial/Organizational Psychology, Educational Psychology, or in a closely related doctorate degree; and three years of professional experience in Personnel Research applying the principles and techniques of psychological testing to personnel selection and test validation in a public agency or large private organization is required.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting up to five pounds and occasionally over 15 pounds; good speaking and hearing ability.

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