



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 404.2

Job Title: **INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY
PRACTITIONER**

Pay Grade: 28

GENERAL SUMMARY:

Oversees Civil Service employment examinations for entrance and promotional opportunities for classified positions within the City of Houston including job analysis, exam development, exam administration, conducting relevant analyses, ensuring that legal statutes and industry best practices are followed, and performs related duties as required.

RESPONSIBILITIES:

- Directs job analysis projects that include employment history research, site observations, interviews, focus groups, questionnaires/surveys, exam item development, and exam administration.
- Determines appropriateness of recommended core tasks and KSA's, exam components, and exam weights in coordination with subject matter experts.
- Develops and finalizes written job-knowledge exams in accordance with professional standards and applicable guidelines that govern the classified testing process for the City of Houston.
- Responsible for assigning and setting project goals, objectives, and timelines; oversees projects for completeness, appropriateness, accuracy, overall quality, and adherence to current standards.
- Designs, evaluates, monitors, and reviews job-knowledge written exams for technical soundness and legal defensibility; conducts statistical analyses to determine psychometric properties regarding validity, reliability, adverse impact, and item analysis.
- Acts as a technical expert for the Civil Service Commission in areas of hiring and selection for classified personnel and prepares correspondence in response to various inquiries from legal counsel, union officials, vendors, and candidates relating to the city's testing policies, exams administered, reasonable accommodations, and exam scores.
- Directs and oversees staff activities in the development, administration, grading, analysis and validation of Civil Service examinations.
- Establishes policies, procedures, and guidelines to ensure compliance.
- Participates in strategic procurement activities including purchases, development of request for proposals, and the evaluation and selection of vendors.
- Evaluates and trains Classified Testing staff to ensure compliance with performance standards.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Ph.D. in Industrial/Organizational Psychology.

SPECIFICATIONS: (continued)

EXPERIENCE:

Two years of experience developing, validating, and administering employment examinations or academic examinations.

SUBSTITUTION:

All but Dissertation (ABD) candidate with a Master's degree in Industrial/Organizational Psychology with the completion of all coursework completing the doctoral degree within one year of employment.

COMPLEXITY:

Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies, and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors and omissions may lead to undesirable outcomes and result in unwanted liability and major costs. Work is typically performed under minimal supervision. In addition, the incumbent may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring practices, legal compliance, and professional standards in industrial/organizational psychology.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Subject Matter Experts, HR Managers, HFD personnel at all levels, and City Legal. Interaction requires substantial sensitivity and cooperation. Interaction involves considerable explanation and persuasion leading to decision, agreement, or rejection on complex issues; diplomacy is required.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:

The position is physically comfortable, the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

I/O Psychology Practitioner