

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

EDUCATION ASSESSMENT SPECIALIST

JOB DESCRIPTION

Employees in this class function as professional specialists with responsibility for specialty areas required for the development, implementation and analysis of large scale educational assessment, accountability and/or evaluation data, systems, programs, or processes, which are defined as involving 10,000 or more cases or units. Some employees provide assistance to local P-12 agencies related to the specialty area. The positions and specialty areas must be designated as such by the Appointing Authority and approved by Civil Service. Positions require advanced knowledge in the field of work and: (1) are responsible for highly complex assignments; (2) the scope of responsibility is significant; and (3) the job function has considerable impact within the specified department(s). Positions in this job typically do not supervise, but may coordinate or oversee the activities of other employees.

There are three classifications in this job. Level allocation is determined by completing the Department of Education Position Evaluation Specialist Subsystem.

Position Code Title - Education Assessment Spl-2

Education Assessment Specialist 13

The employee functions as a first-level specialist.

Position Code Title - Education Assessment Spl-3

Education Assessment Specialist 14

The employee functions as a second-level specialist.

Position Code Title - Education Assessment Spl-4

Education Assessment Specialist 15

The employee functions as a third-level specialist.

NOTE: The specialist levels are determined by application of the Department of Education Position Evaluation Specialist Subsystem. Civil Service reviews the job for the scope and impact to ensure proper allocation within the job classification. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Serves as an education assessment advisor and liaison with educators, schools, districts, governmental agencies, contractors, and/or users of information produced related to specialty area.

Assists and oversees the conversion and implementation of new assessment, accountability, and evaluation systems for modification and enhancements, including development of the requirements for schools, contractors, and other users.

Conducts technical training for schools, districts and other users on assessment accountability, and evaluation processes and procedures.

Develops program goals and plans for implementation in specialty area.

Develops modeling tools related to specialty area.

Makes recommendations in areas of expertise.

Prepares special studies and reports.

Reviews proposed and existing legislation for possible impact to assessment data, accountability and evaluation systems, programs and processes.

Plans, conducts, and reviews aspects of assessment, evaluation, and accountability projects and programs related to specialty area.

Reviews proposed and existing assessment data, accountability, and evaluation systems, programs, and processes for compliance with state and federal legislation.

Develops alternative strategies for educational assessment, accountability, and evaluation programs based on analysis and research in an assigned specialty area.

Oversees projects and performs duties of unusual significance to the department's operations.

Validates the accuracy and security of the information developed, merged, and/or reported related to specialty area.

Promulgates rules and evaluates suspected or reported instances of assessment accountability or evaluation irregularities.

Develops, compiles, and maintains documentation related to specialty area.

Develops recommendations and strategies for improvements in specialty area.

Maintains records, and prepares and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Knowledge of state and federal laws, rules, and regulations pertaining to educational assessment, accountability, and evaluation programs/systems including security of sensitive assessment data.

Knowledge of system development methods used for the development of new systems and enhancement to existing assessment, accountability, and evaluation systems.

Knowledge of advanced concepts and basic operating principles of hardware and software for large-scale applications (10,000 cases or more) and/or assessment, accountability and evaluation systems.

Knowledge of advanced principles, theories, techniques, and methods of program/system analysis related to specialty area.

Knowledge of current business-related aspects of large-scale assessment, accountability, or evaluation specialty area.

Knowledge of processing large-scale applications and/or assessment data, accountability, or evaluation systems, programs, and processes and related communications concepts and services.

Knowledge of contemporary and generative programming/processing languages and techniques.

Knowledge of communication and transaction-based processing for large-scale applications and/or assessment data, accountability or evaluation systems, programs or processes.

Knowledge of modern developments, trends, principles, practices and theories in education and educational assessment, accountability, or evaluation specialty area.

Knowledge of standard measures and statistical tools used in educational assessment, accountability or evaluation specialty area.

Knowledge of modern developments, trends, and theories in technology as applied to complex, customized data queries, data modeling, stored procedures, and digital flows from large data sets involving one or more systems in a complex technical environment.

Knowledge of project management.

Knowledge of web design, development, and standards.

Knowledge of the principles and practices of modular design as part of the development processes for large-scale applications and/or assessment data, accountability or evaluation systems, programs or processes.

Knowledge of the operational and technical problems involved in the administration of a specialized and highly visible program/system.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing, and administering programs/systems.

Knowledge of the need, preparation, and use of reports.

Ability to work with business-related traditional and advanced software and software systems.

Ability to plan, direct, and coordinate programs and administrative activities of a complex, interrelated and interdependent nature, where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to collaborate with projects involving multiple contractors and large-scale applications (10,000 cases or more).

Ability to work in a team environment involving multiple organizations.

Ability to resolve conflicting high-priority requirements.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex business rules and regulations.

Ability to communicate with others verbally and in writing.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in any major.

Experience

Education Assessment Specialist 13

Two years of experience working with large-scale assessment programs or large-scale applications (data sets, programs, and/or applications) of similar complexity.

Education Assessment Specialist 14

Three years of experience working with large-scale assessment programs or large-scale applications (data sets, programs, and/or applications) of similar complexity.

Education Assessment Specialist 15

Four years of experience working with large-scale assessment programs or large-scale applications (data sets, programs, and/or applications) of similar complexity.

Alternate Education and Experience

Education Assessment Specialist 13 - 15

Possession of a master's degree in assessment, accountability, or evaluation; or a master's degree in a field directly related to the specialty area may substitute for two years of experience in specialty area.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

EDASESPL

Job Code Description

EDUCATION ASSESSMENT SPECIALIST

Position Title

Education Assessment Spl-3

Position Code

EDASSPL3

Pay Schedule

W22-050

Education Assessment Spl-2

EDASSPL2

W22-084

Education Assessment Spl-4

EDASSPL4

W22-085

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