

## **2-07/080.35 - Test Development Unit**

This Unit has the following responsibilities:

- conduct job research and analysis for Departmental promotional, interdepartmental or open competitive sworn and professional staff exams;
  - develop exam plans and components, e.g., written, interview and rating of appraisal of promotability;
  - develop evaluation methods for the interview, performance and appraisal of promotability process;
  - document research studies in technical reports to support the legal defensibility of exam processes;
  - provide expert testimony regarding job analysis and testing methodology in civil service appeal hearings; and
  - perform special projects in support of Administrative and Training Division and other Departmental Units.
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