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.