



PERSONNEL COMMISSION

Class Code: 5076
Salary Range: 24 (S1)

RESEARCH TESTING MATERIALS SUPERVISOR

JOB SUMMARY

Under general direction, oversee and participate in the receipt, processing, storage and distribution of testing materials to District sites and test scoring centers; coordinate site delivery schedules and pickup of testing materials; prepare and maintain a variety of reports, records and files related to assigned activities; train and supervise assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Oversee and participate in the receipt, processing, storage and distribution of testing materials such as State tests and District assessments to District sites and test scoring centers; assure compliance with applicable laws, codes, rules and regulations. **E**
- Train and supervise the performance of assigned staff; assign and schedule the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop and conduct in-service trainings for assigned staff. **E**
- Establish and implement warehousing procedures to assure the security of testing materials in accordance with publisher specifications, State laws and other regulations; maintain current knowledge of testing laws, publisher specifications, rules and regulations. **E**
- Provide technical phone support and communicate with school counselors, site testing coordinators and testing teams regarding paper and online test administration, security procedures, inventory discrepancies and delivery and pickup concerns. **E**
- Authorize and receive testing shipments from test publishers and vendors; inspect shipments received for damages and proper count; match packing slips and bills of lading against items received and purchase orders; notify vendors of discrepancies; arrange for return of damaged items. **E**
- Sort and process incoming testing materials; shelve and store items received in the Research Warehouse; plan storage locations and utilize shelf space efficiently and effectively; maintain warehouse storage area in a clean, safe and orderly condition. **E**
- Oversee and participate in the pre-code and distribution of test and survey answer documents, prepare answer documents for scanning; balance, troubleshoot, verify and correct answer documents. **E**
- Prepare testing materials for delivery to sites according to established procedures and

mandated timelines; pull items and materials from stock; drive a vehicle to transport materials to various District locations as needed. *E*

- Coordinate site delivery schedules with District Warehouse personnel; create master delivery schedule; notify District Warehouse personnel of changes to delivery schedules. *E*
- Receive and fill orders and special requests from school sites; check inventory levels and order needed materials from test publishers in accordance with established procedures. *E*
- Oversee and participate in the receiving, sorting and processing of completed testing materials from school sites; label outgoing boxes of completed testing materials; coordinate the shipment of testing materials to scoring centers. *E*
- Identify discrepancies between materials delivered to and returned from sites; research and follow-up with site testing coordinators to locate missing testing materials as necessary; maintain confidentiality of sensitive and privileged information. *E*
- Coordinate the pickup of completed testing materials for delivery to scoring centers with outside shipping contractors, test vendors and District central warehouse staff; confirm scheduled dates with shipping contractors; weigh and prepare materials for pickup by outside shipping contractors. *E*
- Respond to questions from scoring center quality control representatives regarding documents, student demographic data and related testing issues. *E*
- Perform a variety of general clerical duties; compose memoranda and other written materials; answer telephones; greet and assist visitors; provide information and data concerning purchase orders, stock on hand, back orders and shipment discrepancies, damage or storage. *E*
- Prepare and maintain a variety of reports, records and files related to assigned activities. *E*
- File apportionment requests with the California Department of Education for reimbursement of District expenditures related to the State mandated testing programs. *E*
- Operate a variety of office and warehouse equipment including a copier, pallet jack, forklift, handcart, fax machine and a computer and assigned software. *E*
- Oversee and participate in the preparation of District bulk mailings related to testing. *E*
- Assist in periodic or special inventories as assigned. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Research Testing Materials Supervisor oversees and participates in the receipt, processing, storage and distribution of testing materials to District sites and test scoring centers and trains and evaluates the performance of assigned staff. An incumbent must maintain current knowledge of State and District testing security requirements and maintain security of State-mandated test materials to California Department of Education and test publisher specifications. An incumbent will work at the Research, Planning and Evaluation office in addition to the primary assignment at the Research Warehouse, and must provide

their own transportation between the two sites.

EMPLOYMENT STANDARDS

Knowledge of:

Use and terminology of supply requisitions, purchase orders, receiving reports, bills of lading, and invoices.

Basic methods, practices and terminology used in warehouse operations.

Basic student testing principles and practices.

Data verification and clean-up procedures.

Proper methods of storing equipment, materials and supplies.

Principles and practices of supervision and training.

Space utilization and inventory techniques.

Shipping and receiving procedures.

Record-keeping and report preparation techniques.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Telephone techniques and etiquette.

Operation of office and warehouse equipment including a stuffing/folding machine and a high volume envelope printer.

Operation of a computer and assigned software.

Health and safety regulations.

Basic math.

Ability to:

Oversee and participate in the receipt, processing, storage and distribution of testing materials to District sites and test scoring centers.

Maintain current knowledge of State and District testing schedules, laws and regulations.

Operate a variety of office and warehouse equipment including a computer and assigned software.

Learn to safely operate a forklift as assigned.

Work independently with little direction.

Utilize space efficiently and effectively.

Compose memoranda and other written materials.

Verify accuracy of data.

Maintain records and prepare reports related to inventory, materials shipped and other assigned activities.

Observe health and safety regulations.

Train, supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prioritize and schedule work.

Add, subtract, multiply and divide quickly and accurately.

Meet schedules and time lines.

Complete work with many interruptions.

Education and Training:

Graduation from high school or equivalent.

Experience:

Two years of computerized clerical work involving the receipt, issuance, documentation, and storage of supplies. Experience working with educational testing materials or serving in a lead or supervisory capacity is preferred.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C Driver's license.

Incumbents in this classification may be required to obtain valid Forklift Certification within six months of employment and maintain certification throughout employment in this classification.

WORKING ENVIRONMENT

Office and warehouse environment.
Driving a vehicle to conduct work.
Exposure to dust, fumes and varying temperatures.
Working around and with machinery having moving parts.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and warehouse equipment.
Hearing and speaking to exchange information in person and on the telephone.
Walking, sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Lifting and carrying heavy objects up to 40 lbs.
Pushing and pulling heavy objects and carts.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling and crouching.
Climbing ladders to reach warehouse items.
Heavy physical labor.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 8/13/2004
Revised: 9/18/14