



**NEW YORK CITY FIRE DEPARTMENT  
CITYWIDE JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE</b> Tests and Measurement Specialist – LIII	<b>TITLE CODE NO.</b> 12704
<b>OFFICE TITLE</b> Test Writer	<b>SALARY</b> \$59,536 - Minimum salary for full-time employees with less than 2 years of City service \$68,466 - Minimum salary for full-time employees who have 2 years of City service
<b>BUREAU/DIVISION/UNIT</b> Fire Prevention / Public Certification	<b>LOCATION</b> 9 MetroTech Center Brooklyn, New York

**JOB DESCRIPTION:**

The Test Writer will serve as subject matter expert for the Public Certification/Licensing Unit. Supervise test panels, write new Certificate of Fitness study materials, tests, and update existing study materials and exams. Research psychometric application and theory regarding licensing exams. Write study materials and exams. Analyze reports and recommend policy to Licensing Managers.

**QUALIFICATION REQUIREMENTS:**

1. A master's degree in psychology or a related field from an accredited college including or supplemented by at least 12 credits in any combination of two or more of the following course areas: tests and measurement, statistics, research, personnel psychology, and computers; or
2. Completion of at least 45 credits towards a master's degree in psychology or a related field from an accredited college including or supplemented by at least 12 specialized credits as described in "1" above; or
3. A baccalaureate degree in psychology or a related field from an accredited college including or supplemented by at least 12 specialized credits as described in "1" above, and two years of satisfactory full-time professional experience in the development of personnel selection tests; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess a baccalaureate degree from an accredited college and the 12 specialized credits as described in "1" above.

**Special Note**

To be eligible for placement in Assignment Level II or III, individuals must have, after meeting the minimum requirements, either one year of experience in performing professional testing and measurement work, or possess a doctorate in psychology, statistics, educational research, or a related field.

**PREFERRED SKILLS:**

Previous experience in writing study materials and/or test construction. Extensive knowledge of the testing theory and practice. Knowledge of the Certificate of Fitness. Excellent verbal and written communication skills. Previous knowledge of Oracle system. Excellent knowledge of Microsoft Suite.

**TO APPLY FOR CONSIDERATION, PLEASE MAIL OR FAX (2) COPIES OF YOUR RESUME TO:**

New York City Fire Department  
9 MetroTech Center – 6<sup>th</sup> Fl.  
Brooklyn, NY 11201  
ATTN: Human Resources-BOP/Vacancy  
FAX No. (718) 999-7128

PLEASE REFER TO TRANSMITTAL # 057-2012-98132-C-BFP

**No phone calls please.**

**PLEASE NOTE THAT ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.**

**DATED:** February 2, 2012

**POST UNTIL:** UNTIL FILLED

The Fire Department is an Equal Opportunity Employer.