

Department of Consumer Affairs

Position Duty

Statement HR-041

(Rev. 9/2019)

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Classification Title Graduate Student Assistant	Board/Bureau/Division Contractors State License Board (CSLB or Board)
Working Title Graduate Student Assistant	Office/Unit/Section/Geographic Location Licensing and Examination Division / Examination Development/ Sacramento
Position Number 622-432-4872-907	Name and Effective Date

General Statement: Under close supervision of the Research Data Supervisor II (RDSup II), the Graduate Student Assistant (GSA) performs a variety of research duties in the Examination Development Unit (EDU) that is responsible for the development and maintenance of the CSLB's licensing examinations. Duties include, but are not limited to, the following:

A. Specific assignments [Essential (E) / Marginal (M) Functions]:

30% Examination Research (E)

Perform library, online, and statistical research on topics of interest to the Testing Division. Conduct research projects that utilize Testing Division data. Assist with other special projects as needed.

20% Examination Development (E)

Assist Test Development personnel with examination development workshops. Prepare materials for workshops. Attend item writing and item review workshops to gain experience in examination development and item analysis. Assist with the preparation of examinations by proofreading versions for typographical errors and other problems.

20% Survey Research (E)

Attend workshops and/or occupational analysis interviews to gain experience in occupational analysis survey research. Develop online surveys for occupational analyses and other CSLB research projects.

15% Reference Research (E)

Perform research by telephone and on the Internet to update examination study guides, identify current building codes, and find relevant reference resources. Maintain database of reference materials. Maintain EDU construction library. Follow reference procurement process.

10% Subject Matter Expert Research (M)

Research the license status of potential Subject Matter Experts (SMEs) in the Board's mainframe computer system; enter/edit the information contained in the Division's SME database. Contact SMEs for workshops.

5% Examination Comment Research (M)

Review comments made by examination candidates regarding specific test questions. Determine comments that need further research. Make recommendations to exam specialists.

B. Supervision Received

The GSA is directly supervised by the RDSup II.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The GSA works cooperatively with EDU staff. May interact on the phone and in person with contractors serving as SMEs.

F. Actions and Consequences

This position requires confidentiality and discretion due to the confidential nature of the examination materials. Security breaches of confidential information could result in significant costs for the CSLB.

G. Functional Requirements

No specific physical requirements are present: the incumbent works 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work.

H. Other Information

Incumbent must possess good communication skills, work independently, manage time and resources effectively, and be responsive to CSLB management needs.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without a reasonable accommodation. (If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring manager/supervisor. If unsure of the need for reasonable accommodation, inform the hiring manager/supervisor, who will discuss your concerns with the Health and Safety Analyst.)

Employee Signature

Date

Employee's Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name

Approved: 10/2024 HM