

Senior Psychometrician

Comira is one of the country's most respected, responsive and experienced independent exam developer and administrator. We are service-focused and will do everything it takes to allow our clients to rest easier knowing their testing needs are in the trusted care of a dedicated, innovative and professional organization.

Our company is a family run business committed to providing excellent customer service, hiring, training and promoting motivated employees. We offer a stable, growing company with a track record of exceptional customer service.

JOB OVERVIEW

Description

The **Psychometrician** will provide customized statistical and psychometric analysis support for test development. Position requires working with the Comira team to increase Computer Based Testing (CBT) through the Comira Testing Center network.

The duties include: determining the appropriate psychometric theory and models for scoring, software, and procedures to develop psychometrically sound exams. Duties also include designing and developing psychometric structure of exams, data collection design, equating, linking and scaling, standard setting, psychometric analyses using standard and customized psychometric analysis tools and statistical software packages such as SAS and SPSS as well as the proprietary item banking system, generating technical reports, providing quality control checks of data analyses results and reports, and providing general and special research studies and psychometric expertise to business units.

Principal Responsibilities and Accountabilities:

- Provide quality control analyses for programs.
- Participate in the growth and advancement strategies for test development and CBT through the RFP process and direct marketing efforts.
- Prepare planning memoranda and documentation related to item banking, psychometric analysis, and test development for a variety of programs.
- Prepare technical reports for projects.
- Knowledge of computer-based testing administration.
- Manage data files and records related to a variety of item banks, and share these records with other team members as needed.
- With other team members, establish and implement strategies to facilitate achieving the goals of programs.
- Identify and implement initiatives that will enhance the efficiency and reduce costs related to psychometric processing for testing programs.
- With team, responsible for budget development and monitoring of expenses associated with psychometric analysis work.

- Monitor the test development pipeline; deliver test development products to specifications.
- Perform other tasks as assigned.

Requirements

- PhD in Psychometrics, Educational Measurement or a closely related field.
- Familiarity with applied psychometric techniques—including classical test theory, item response theory, test equating, scaling, and standard setting
- Familiarity with software packages and programming languages commonly used in psychometric work, measurement research, or statistical packages (e.g., SAS, SPSS)
- In addition, knowledge of user-oriented software including word processing software (e.g., Word), spreadsheets (e.g., EXCEL). Knowledge of and experience with database software (e.g., ACCESS, ORACLE, etc.) would be helpful.

Working Location and Travel

- Requires working onsite in the Comira facility in San Mateo, CA a minimum of 5 working days a month
- Significant travel as necessary to conferences, test development workshops and trade shows.

BENEFITS

We offer our employees a competitive benefits package which includes health, dental, PTO and 401k savings plan.

APPLY

If you are interested in joining Comira in this position and you meet our qualifications, we encourage you to apply by submitting your resume or Vita with an introductory cover letter.

Email to: Khatch@comiratesting.com

Send to:

Kenneth Hatch
Vice President
Comira
1801 Murchison Drive, Suite 288
Burlingame, CA 94010

Comira is an Equal Opportunity Employer.