



STATE OF COLORADO
invites applications for the position of:

DORA/Division of Professions & Occupations: Director of Examinations and Statistics (Analyst VI)

A residency waiver has been granted for this announcement.
Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: ANALYST VI

LOCATION: Denver Metro, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 1560 Broadway Denver, CO 80202

SALARY: \$7,224.00 - \$10,953.00 Monthly

OPENING DATE: 06/03/21

CLOSING DATE: 06/25/21 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

A residency waiver has been granted for this position, so applications will also be considered from both residents and non-residents of Colorado. NOTE: It is the expectation of the Department of Regulatory Agencies (DORA) that any non-resident will establish Colorado residency upon acceptance of an offer of employment. DORA will not be providing relocation assistance nor costs for moving.



The Department of Regulatory Agencies (DORA) is dedicated to preserving the integrity of the marketplace and is committed to promoting a fair and competitive business environment in Colorado.

Consumer protection is our mission.

DORA values and promotes diversity, supporting a workforce that is inclusive of people from different backgrounds and experiences; creating an environment that is reflective of our communities; promoting positive relationships; and putting forth unique perspectives to fulfill our mission.

DESCRIPTION OF JOB:

The Division of Professions and Occupations (DPO) protects consumers in the state of Colorado through licensing and regulatory enforcement for approximately 50 professions, occupations, and businesses, and the corollary regulatory environment.

This work unit within DPO exists to ensure that the more than 49 regulatory programs within the division administer national and state examinations that effectively accomplish the following: 1. Serve their public protection function; 2. Are properly validated, reliable, non-discriminatory and legally defensible; and 3; Use state-of-the-art psychometric methods and the most efficient information processing technology.

Position: SJA 902

This position exists to develop and direct testing programs for the division by planning, organizing and implementing examination validation and development services for the division's licensing boards; formulating and ensuring compliance with national testing standards and division testing policy; researching and resolving critical testing and measurement challenges confronting national and state licensing programs; scanning, scoring and analyzing tests after they are administered; defending national and state examination programs when challenged; and representing the department and the division in regard to national and state testing issues before legislative committees, national professional organizations, and community representatives.

Duties include, but are not limited to:

- Developing, administering and implementing the division's examination service program by planning, organizing and executing test validation, development, and processing projects for board within the division;
- Designing and executing occupational analysis, standard-setting, automated item banking, scoring/analysis, security, and training projects;
- Assembling and directing the work of groups of professionals throughout the state that assist on test development projects;
- Participating in the development of new and revised testing standards and procedures by serving on national standards committees and advocating for change in the state's interest;
- Developing state-specific examination content based on research and knowledge of modifications to state or national laws or requirements for competence;
- Developing surveys for the division to gain feedback from stakeholders related to various division needs;
- Providing psychometric and statistical analysis for the division as it related to all examination preparation and results, division RFP's (requests for proposal) for contracts, and division surveys;
- Conducting research on national and state-specific regulatory standards as it relates to testing, psychometrics, the Americans with Disabilities Act (ADA) – including serving as the division's ADA expert by assisting licensing team members with ADA examination authorizations and providing training on ADA requirements.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

MINIMUM QUALIFICATIONS (MQs):

- Graduation from an accredited college or university with a bachelor's degree in psychometrics, statistics, or a closely related field; AND
- Five (5) years of professional* work experience performing all of the following functions:
 - Project Management: managing and effectively prioritizing multiple projects, including conducting in-depth research; monitoring and driving progress; and reporting outcomes;
 - Data and Statistical Analysis: metric development and tracking; collecting, compiling and organizing data; and establishing effective reporting mechanisms;
 - Psychometrics: experience applying knowledge of the foundations of psychometrics, including classical test theory, item response theory, structural equation modeling, mixed-effects modeling, etc.; AND experience applying and enforcing psychometric standards and compiling metrics regarding the defensibility of tests/examinations, as well as implementing and conducting job analysis studies to inform defensibility of test specifications.

Document this experience in your application IN DETAIL, as your experience will not be inferred or assumed. Part-time experience will be prorated.

SUBSTITUTIONS:

- A combination of professional work experience in the occupational field or specialized subject area of the work assigned to the job, which provided the same kind, amount and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.
- A master's or doctorate degree from an accredited college or university in a field of study related to the work assignment may be substituted for one (1) year of the required experience.

**Professional work involves exercising discretion, analytical skill, judgment and personal accountability and responsibility for creating, developing, integrating, applying, and sharing an organized body of knowledge that characteristically is: uniquely acquired through an intense education or training regimen at a recognized college or university; equivalent to the curriculum requirements for a bachelor's or higher degree with major study in or pertinent to the specialized field; and continuously studied to explore, extend, and use additional discoveries, interpretations, and application and to improve data, materials, equipment, applications and methods.*

Preferred Qualifications/Competencies:

- Master's or Doctorate degree in psychometrics or, statistics, or a closely related field;
- Psychometric and statistical analysis experience, including developing and evaluating the effectiveness of examinations, and conducting appropriate statistical analysis of findings for testing, sampling and integrity of scores;
- Experience with applied psychometric techniques – including classical test theory, item response theory, test equating, scaling, linking, and standard-setting;
- Experience with software packages and programming languages commonly used in psychometric work or measurement research (e.g., SAS, SPSS, WINSTEPS, BILOG, MULTILOG, PARSCALE, C, SPLUS, FORTRAN);
- Experience working with the Americans with Disabilities Act (ADA), including providing accommodations for examinations;
- Experience coordinating stakeholder engagement, including identifying key stakeholders, executing and managing outreach to various individuals/groups, and working collaboratively with stakeholders to find areas of common ground and elicit compromise;
- Experience developing and implementing new procedures and process improvements, including new technological, software, and system-based initiatives.

Required Competencies: The following knowledge, skills, abilities, and personal characteristics are required competencies and may be considered during the selection process (including examination and/or interview):

- Ability to handle sensitive and/or highly confidential information in a professional and ethical manner, and in accordance with state and federal laws;
- Critical thinking and analysis skills, including strategic thinking, planning and execution of objectives received from senior leadership, with the ability to understand how to navigate within an organization given the competing priorities and responsibilities;
- Demonstrated understanding of quality customer service, including the ability to diplomatically deal with difficult customer interactions;

- Decision-making ability to make numerous, immediate, sound decisions on a routine basis;
- Complex problem-solving skills, including the ability to research and identify problems and review related information to develop and evaluate options in order to implement solutions;
- Demonstrated attention to detail;
- Demonstrated ability to work in a fast-paced environment and meet strict deadlines;
- Demonstrated ability to negotiate and build consensus in a complex and high-pressured, politically-charged environment, as well as maintain constructive relationships with internal and external stakeholders;
- Relationship management skills to establish positive working relationships with stakeholders, both internal and external;
- Time management and organizational skills with the ability to manage multiple, competing priorities and meet hard deadlines;
- Demonstrated ability to understand and abide by workplace principles, practices and behaviors as internally identified and defined by the division;
- Demonstrated interpersonal skills and the ability to work in multi-disciplinary teams;
- Oral communication skills, including the ability to communicate effectively to a diverse audience in a clear, accurate, and concise manner;
- Written communication skills, including the ability to take complex ideas and substantial amounts of information and summarize them into a concise, easily understandable explanation;
- Professional demeanor;
- Self-motivated, self-directed, reliable, and accountable;
- Proven ability to negotiate and facilitate difficult conversations, resulting in positive outcomes;
- Creativity and flexibility, with an ability to adapt to new changes;
- Knowledge and understanding of the use of PC software applications, including Microsoft Office (Word and Excel), Google Suite, as well as the use of databases.

Conditions of Employment: Candidates who fail to meet the conditions of employment will be removed from consideration.

- The successful passing of a reference check and/or, if required, a background check.
 1. A reference check may include but is not limited to: contacting previous and current supervisors to verify employment and discuss performance, a review of the personnel file, a review of the performance record, etc.
 2. The type of background check depends on the job duties of the position, and can include a review of any criminal record, credit report, and/or driving record.

SUPPLEMENTAL INFORMATION:

PLEASE READ - Required Application Materials

Interested individuals must submit the following online:

1. **A completed State of Colorado Application** (log-in to your current NeoGov account or create a NeoGov account to complete the online application). Note: Incomplete applications, including incomplete work history sections or "see resume," "see attachment," or "see addendum" statements, will not be accepted in lieu of a completed application form.
2. **A current email address on your application**, as all communication pertaining to this position will be conducted via email. Please set up your email to accept messages from info@governmentjobs.com and '@state.co.us' addresses, and check your email often. Note: The department cannot guarantee the successful delivery of email, including incorrect filtering into junk mail folders.
3. **A detailed cover letter**, explaining how you meet the required competencies and how your accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make you a good fit for this position; you may also attach additional documents that demonstrate this.

Comparative Analysis Process: Structured Application Review

Part of, if not the entire, comparative analysis process for this position will involve a review of the information you submit in your application materials; Therefore, it is paramount that in the experience portion of your application and cover letter, you describe the extent to which you possess the education, experience, and competencies outlined in the job announcement as we'll as the required and/or preferred qualifications/competencies. You are also encouraged to attach additional documents to that effect. Failure to include adequate information or follow instructions may affect your score and prevent you from competing in subsequent measures used to arrive at a top group of applicants.

Veterans' Preference: Candidates who wish to assert Veterans' Preference should attach a copy of their DD214 to their application. Failure to do so will result in being denied Veterans Preference.

PLEASE NOTE: Former State Personnel System employees who were disciplinarily terminated or resigned in lieu of termination must disclose this information on the application. Colorado Revised Statutes require that all state employees be hired and promoted through competitive examination of merit and fitness. Failure to include the required information, failure to follow instructions, and/or failure to submit materials by the application deadline may result in your application not being considered for the position and may affect your score or inclusion in the final pool of qualified candidates.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military

veterans), or any other protected status in accordance with applicable law.

ADAAA Accommodations: DORA is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require a reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAA Coordinator, Rachael Alkayali, at dora_hr@state.co.us or call (303) 894-2441.

APPEAL RIGHTS:

If you receive notice that you have been eliminated from consideration for this position, you may file an appeal with the State Personnel Board or request a review by the State Personnel Director.

An appeal or review must be submitted on the official appeal form, signed by you or your representative. This form must be delivered to the State Personnel Board by email, US Mail, faxed or hand-delivered within ten (10) calendar days from your receipt of notice or acknowledgment of the department's action.

For more information about the appeals process, the official appeal form, and how to deliver it to the State Personnel Board go to spb.colorado.gov or refer to 4 Colorado Code of Regulations (CCR) 801-1, *State Personnel Board Rules and Personnel Director's Administrative Procedures*, Chapter 8, *Resolution of Appeals and Disputes*, at spb.colorado.gov under Rules.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Only online applications will be accepted for this position.

DEPARTMENT CONTACT INFORMATION:

Addison Dittrich: addison.dittrich@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #SJA-902-05/21
DORA/DIVISION OF PROFESSIONS & OCCUPATIONS:
DIRECTOR OF EXAMINATIONS AND STATISTICS (ANALYST
VI)
AD

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

**DORA/Division of Professions & Occupations: Director of Examinations and Statistics
(Analyst VI) Supplemental Questionnaire**

- * 1. DORA Q1: Please provide your Social Security Number. NOTE: This information will be kept strictly confidential and is only accessible to Human Resources Personnel.

- * 2. DORA Q2: Are you a current or previous State of Colorado employee? Enter "yes" or "no" in the space provided. If "yes", enter 1) the State agency name, 2) dates of employment, and 3) your official classification title.

- * 3. DORA Q3: If you are a current or former State of Colorado classified employee, have you ever been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation)? NOTE: Current and former State Personnel System employees who were disciplinary terminated, resigned in lieu of termination, or who were deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation) must disclose this information on the application. Failure to disclose this information and/or falsification of application materials may result in being removed from consideration for this position.
 - N/A - I am not a current or former State of Colorado classified employee.
 - YES, I have been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation).
 - NO, I have NEVER been disciplinary terminated, resigned in lieu of termination, or deemed to have resigned without notice (Board Rule 7-6, Automatic Resignation).

- * 4. DORA Q4: Current or Former Classified Employees: Are you a transfer, non-disciplinary (voluntary) demotion, or reinstatement applicant?
 - Yes
 - No
 - N/A - I am not a current or former State of Colorado classified employee.

- * 5. DORA Q5: VETERAN'S PREFERENCE NOTE: If you are not eligible for/seeking Veteran's Preference, please skip down to the bottom and select option "N/A". REQUIRED DOCUMENTATION: Candidates who wish to assert Veterans' Preference should attach a

copy of their DD214 reflecting dates of service, type of discharge, and, if appropriate, a campaign badge or service medal. If information regarding a campaign badge or service medal is necessary to award preference points and is not reflected on the DD214, other documents reflecting the grade or medal must be provided. Other types of documentation may be required for ten point preference. *Note 1: For a complete list of service dates and campaigns used in awarding preference points visit:

<http://www.opm.gov/veterans/html/vgmedal2.htm> **Note 2: Medal holders and Gulf War veterans who originally enlisted after September 7, 1980, or entered active duty on or after October 14, 1982, without having previously completed 24 months of continuous active duty; must have served continuously for 24 months or the full period called or ordered to active duty. ***Note 3: Effective October 1, 1980, military retirees at or above the rank of major or equivalent, are not entitled to preference unless they qualify as disabled veterans. Reservists who are retired from the Reserves but are not receiving retirement pay are not considered "retired military" for purposes of veterans' preference. REMINDER: Proof of eligibility must be provided before points are allowed. Please attach documentation to your application. If you have not done so, please go back and do so now. Veteran's Preference points WILL NOT be applied without the appropriate documentation. PLEASE CHECK ALL THAT APPLY:

- N/A - I am not eligible for/seeking Veteran's Preference.
- A) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During any war declared by Congress
- B) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During the period April 28, 1952, through July 1, 1955;
- C) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
- D) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: During the Gulf War period beginning August 2, 1990, and ending January 2, 1992;
- E) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom; or,
- F) I was honorably separated (this means an honorable or general discharge) and I served on active duty (excluding active duty for training) in the Armed Forces: In a campaign or expedition for which a campaign medal has been authorized*, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, and Haiti.
- G) I have served on active duty in the Armed Forces at any time and have a present service connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs; or
- H) I am a Purple Heart recipient;

- I) I am the spouse of a veteran unable to work because of a service-connected disability;
 - J) I am the unmarried widow/widower of certain deceased veterans; and
 - K) I am the mother of a veteran who died in service or who is permanently and totally disabled.
- * 6. DORA Q6: Part of the required application materials includes a detailed cover letter, explaining how you meet the required competencies and how your accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make you a good fit for this position; you may also attach additional documents that demonstrate this. Q: Have you included this cover letter as an attachment to your application? (If not, you may go back and do so now). Yes, I have attached the required cover letter explaining how I meet the required competencies and how my accomplishments, qualifications, skills, areas of expertise, personal characteristics, etc. make me a good fit for this position; I may also attach additional documents that demonstrate this. No, I have not attached the required cover letter to my application. Note: I understand that failure to include this information and follow instructions may prevent me from competing in subsequent measures used to arrive at a top group of applicants.
- Yes No
- * 7. DORA Q7: Do you currently possess a bachelor's degree in psychometrics, statistics, or a closely related field? If yes, please list the type of degree in the space provided.
- * 8. DORA Q8: Please explain in detail how you meet the following Minimum Qualifications (Be sure to address ALL of the required areas if you wish to be considered): Five (5) years of professional* work experience performing all of the following functions: I. Project Management: managing and effectively prioritizing multiple projects, including conducting in-depth research; monitoring and driving progress; and reporting outcomes; II. Data and Statistical Analysis: metric development and tracking; collecting, compiling and organizing data; and establishing effective reporting mechanisms; III. Psychometrics: experience applying knowledge of the foundations of psychometrics, including classical test theory, item response theory, structural equation modeling, mixed-effects modeling, etc.; AND experience applying and enforcing psychometric standards and compiling metrics regarding the defensibility of tests/examinations, as well as implementing and conducting job analysis studies to inform defensibility of test specifications.
- * 9. DORA Q9: Please explain in detail how you meet the following preferred qualification: Master's or Doctorate degree in psychometrics or, statistics, or a closely related field.
- * 10. DORA Q10: Please explain in detail how you meet the following preferred qualification:

Psychometric and statistical analysis experience, including developing and evaluating the effectiveness of examinations, and conducting appropriate statistical analysis of findings for testing, sampling and integrity of scores.

- * 11. DORA Q11: Please explain in detail how you meet the following preferred qualification: Experience with applied psychometric techniques – including classical test theory, item response theory, test equating, scaling, linking, and standard-setting.

- * 12. DORA Q12: Please explain in detail how you meet the following preferred qualification: Experience with software packages and programming languages commonly used in psychometric work or measurement research (e.g., SAS, SPSS, WINSTEPS, BILOG, MULTILOG, PARSCALE, C, SPLUS, FORTRAN).

- * 13. DORA Q13: Please explain in detail how you meet the following preferred qualification: Experience working with the Americans with Disabilities Act (ADA), including providing accommodations for examinations.

- * 14. DORA Q14: Please explain in detail how you meet the following preferred qualification: Experience coordinating stakeholder engagement, including identifying key stakeholders, executing and managing outreach to various individuals/groups, and working collaboratively with stakeholders to find areas of common ground and elicit compromise.

- * 15. DORA Q15: Please explain in detail how you meet the following preferred qualification: Experience developing and implementing new procedures and process improvements, including new technological, software, and system-based initiatives.

* Required Question