

## Position Description

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<b>Title:</b>	Senior Psychometrician
<b>Department:</b>	Psychometric Services
<b>Supervisor:</b>	Director of Psychometrics
<b>FLSA Status</b>	Exempt
<b>Profile:</b>	E

### **Overall Position Purpose:**

This position is responsible for psychometric analysis, psychometric-related technology development, research initiatives, and interpretation of data and results in support of Inteleos' and external clients' certification and other assessment programs.

### **Core Responsibilities**

- Plan, coordinate and perform psychometric analyses for certification and assessment programs; this would include equating, linking and scaling of tests using classical test theory and/or item response theory (IRT);
- Apply advanced knowledge of psychometric methods and statistical procedures and their applications (e.g., WINSTEPS, BILOG, R, SPSS, SAS);
- Design and implement adequate quality control measures and ensure accuracy of deliverables;
- Design and develop new operational tools created to perform psychometric procedures; responsible for testing, validating, and ensuring the quality control of new tools;
- Produce technical documentation related to item, test and program performance, including reports for presentation to clients; produce periodic reports including tables and figures related to program performance; and monitor key psychometric indicators on all programs;
- Provide oversight and guidance to psychometric interns, psychometricians, and statistical analysts.
- Provide guidance, training and oversight to psychometric and statistical staff on technical aspects of their work and deliverables;
- Interact with internal and external clients for standard setting, job/task analysis, and psychometric services;
- Recommend, implement, and evaluate new strategies for addressing psychometric activities for routine and innovative programs.
- Present psychometric and/or research papers at national conferences; provide orientation to clients/volunteers and non-technical staff on psychometric interpretation of data and results; and
- Maintain processes, procedures and documentations as needed for all Inteleos programs.
- Maintain and follow processes/procedures as required for organizational ANSI accreditation.

### **Required Education/Experience**

- Ph.D. or Ed.D. in educational measurement, psychometrics, psychology, industrial organizational psychology or a closely related with an emphasis in quantitative analysis or psychometrics.
- A minimum of four years of increasingly responsible professional experience with at least two years in psychometrics and/or quantitative data analysis.

### **Required Qualifications/ Skills**

- Demonstrated experience in classical test theory, item response theory (IRT), and statistical data analyses;
- Demonstrated experience in data management;
- High level computer literacy, with extensive skills in designing, running and interpreting analysis using SPSS, WINSTEPS, and R;
- Excellent interpersonal skills with ability to interact effectively, efficiently, and professionally with individuals at all levels of the organization as well as external contacts



- Demonstrated skill in writing concise, logical and grammatically correct letters and reports
- Consistent attention to detail
- Ability to work in a team environment
- Ability to maintain positive attitude under stressful conditions
- Strong collaboration and communications skills
- Intermediate knowledge of Microsoft Office Suite

### **Inteleos Attributes**

- **Accountable** – taking ownership of your work and delivers results. Being responsible for your actions.
- **Collegial** – being helpful, respectful, approachable and team oriented. Building strong working relationships and a positive work environment. Consider the thoughts and opinions of others.
- **Ethical/Integrity**– employee is honest and trustworthy when working with colleagues, volunteers, and other stakeholders. Lead by example.
- **Committed to:**
  - Creating the global standard of excellence in healthcare and patient safety
  - Excellence – Strive to excel in everything you do.
  - Quality – Taking the initiative, extra time, care and vigilance to get the job done right.
  - Continuous Learning
- Have a **Positive “Can-do” Attitude**–being ready, available and willing to get the job done and done well.

### **Supervisory Environment**

- Works under general guidance with considerable latitude in determining work objectives.
- Makes decisions of considerable complexity regarding work design, projects, or business issues which are mostly ambiguous, which have a medium or short-term impact on a significant organizational function and may occasionally impact Inteleos as a whole.
- Work projects and products are subject to management review for content, quality and appropriateness.
- Incumbent may have some formal supervisory responsibility or provide regular work direction and/or technical oversight to others.

### **Work Environment**

The incumbent will work at a desk in an office environment. Travel and evening and weekend work will be required. There are minimal requirements to lift or move equipment.

*This description is intended to provide an overview of the responsibilities of the position. It is not all-inclusive and an incumbent in the position will be expected to perform other duties as required. The responsibilities may change over time. This description is provided for informational purposes only and does not form the basis of a contract.*

Received by: \_\_\_\_\_  
Employee Name/Signature

Date: \_\_\_\_\_