



## ***Company Background***

I/O Solutions is a national test publisher and human resources consulting firm located just outside Chicago in suburban Westchester, IL and is seeking to hire an experienced psychometrician/test development specialist to fill the role of Senior Psychometrician, Director of Test Development. I/O Solutions has developed and maintains approximately 40 unique examinations that are distributed nationwide. Exams range from entry-level basic abilities tests to promotional knowledge exams and integrity assessments to emergency medical services certification exams. I/O Solutions' Consulting Division develops and validates custom, tailored assessment solutions primarily for public safety organizations, including job analysis, entry-level examination design and validation, physical ability test development and validation, promotional job knowledge exam development, assessment center development, and various other test development and validation projects.

Compensation for the position is based on experience, education, knowledge and skill set. We offer an excellent benefit package to include premium health-care, dental, short and long-term disability, 401k (with employer contribution), cell-phone reimbursement, annual company outings, as well as other benefits. We offer flexible work arrangements after a specified period of employment. We pride ourselves on our ingenuity, attention to detail in working with clients, responsiveness to client needs and our reputation in the realm of public-safety testing. In addition, we strongly value our organizational culture as a fun, fast-paced and energetic work environment! While our culture is relatively informal, our expectations are not. I/O Solutions is a small group of dedicated professionals, and we are looking to expand our team with individuals who share our work values!

## ***Position Description—Senior Psychometrician***

The Senior Psychometrician position is responsible for carrying out the company's R&D objectives, including test development goals and priorities, planning and directing projects, psychometrically reviewing and revising current offerings, and managing the development of new instruments in the public safety and private sector arenas.

If interested in this position, please carefully review the Responsibilities and Qualifications to determine if this is a good fit for you!

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## ***Responsibilities***

- Manage design of item banks, execution of production and quality control procedures and development of technical documentation for paper and pencil and computer-based testing programs

- Manage and lead multiple test development and validation projects, including written exams, oral interviews and assessment centers
- Lead the research and development of new assessment solutions directed toward private sector implementation
- Analyze psychometric properties of tests and assessments; conduct data analysis on job analysis questionnaires, etc.
- Administer examinations and assessment centers; maintain test security and integrity
- Write technical documentation sufficient for legal inquires and in accordance with the Uniform Guidelines on Employee Selection Procedures
- Develop and revise scoring protocols
- Assist consultants with projects; travel as necessary

### **Qualifications**

- A Ph.D. degree (at the time of application) in measurement, psychometrics, or closely related field is required.
- 5+ years of experience
- Expertise in personnel selection, to include:
  - Job analysis
  - Test development principles & techniques
  - Validation methodology
  - Professional standards (SIOP Principles, Uniform Guidelines, Standards for Educational & Psychological Testing, Assessment Center Guidelines, etc.) and industry best-practices
  - Legal issues related to selection (to include Title VII, ADA, etc.)
- Expertise in research design, to include:
  - Univariate and multivariate data analysis (multiple regression, factor analysis, discriminant analysis, etc.)
  - IRT, classical test procedures and item analysis (DIF)
- Expertise and extensive practical experience using MS Office, including excel macros and SPSS syntax
- Excellent interpersonal skills—Ability to fit seamlessly with co-workers and to project a strong/positive client orientation
- Strong consulting skill set (interpersonal skills, oral communication, assertiveness, client presentation skills, sales orientation, proficient knowledge in product area, etc.)
- Strong project management skill set (organization skills, planning, self-motivation, responsiveness to clients, etc.)
- Strong written communication skills needed to develop assessments and technical documentation
- Ability to work quickly/efficiently on tasks, while maintaining a meticulous and uncompromising attention to detail
- Willingness to seek information within the business, actively engage in your training (seek out information during training), and consistently build on your knowledge base without prompting

- Willingness to conduct a multitude of tasks including complex assignments and necessary administrative functions

This is a new position posted in October of 2011. Interested applicants should email a one-page cover letter, resume and salary expectation to Kimberly A. Rafilson, CFO, [kim@iosolutions.org](mailto:kim@iosolutions.org).

I/O Solutions values diversity and is an equal opportunity employer.

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