



# **STANDARDS & ASSESSMENT MANAGER**

**Arlington, VA**

**\$82,312 - \$102,890 Annual + Opportunity for Performance**

**Bonuses\***

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## **THE ORGANIZATION**

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

## **THE POSITION**

CPS Human Resource Services is offering a rewarding professional opportunity! Join a project management team of nationally recognized human resource professionals in support of a large federal contract where your contributions will be critical to our nation's security. Your work environment will be fast-paced and challenging and will enhance your skills and marketability. This Position may be filled as a regular employee or intermittent consultant.

Our Arlington (Crystal City), Virginia office seeks an experienced professional to provide technical advice and oversight of the Standards and Assessment functions for the Transportation Security Administration (TSA) federal contract. The Standards and Assessment Manager will plan, organize, implement and supervisor the quality assurance and test development, and test-related reporting activities performed by CPS and subcontractor staff in support of the TSA contract. The Manager will supervise a professional staff. The incumbent directly reports to and assists the Director of Operational Standards and Testing and will frequently interact with client representatives, and subcontractors.

## **KEY DUTIES**

Depending upon assignment, duties may include, but are not limited to, the following:

- Develop policies and guidelines and ensure appropriate documentation for the Standards and Assessment activities for the TSA project.
- Manage the application of CPS' policies and programs within the Standards and Assessment Unit.
- Oversee the development of assessments and the development and implementation of quality assurance procedures for administering assessments.
- Provide technical direction to staff and subcontractors as required to assess candidates using knowledge of I/O Psychology, testing, assessment and validity.
- Develop budgets and project plans for activities within the Standards and Assessment Unit.
- Hire, train and supervise employees, providing performance planning, feedback, and appropriate ongoing direction; manage performance counseling and disciplinary processes as needed.
- Organize and manage project teams consisting of CPS and subcontractor employees while lending subject matter expertise for project goals and initiatives.
- Plan, conduct, and supervise major activities in the project involving complex technical issues.
- Plan and coordinate resources to support the operations of the Standards and Assessment team through project management techniques and principles.

*CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

- Prepare or supervises the preparation of proposals and letters of agreement for submission to TSA.
- Manage the data warehousing activities, and compilation and enforcement of process business rules.
- Leads and manage complex analyses of process components to determine where issues may be present, identify process improvements, and confirm validity of assessment methods.
- Prepare detailed technical analyses and complex reports when presenting recommendations.

### **QUALIFICATIONS**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. **Experience:** Four years of professional examination development and administration experience including substantial experience with assessment centers and large testing ventures; one year of experience as a manager or supervisor required.

**Education:** Equivalent to a Masters degree in I/O psychology or related field. A PhD in I/O psychology plus one year of experience, as detailed above, also meets the minimum qualifications.

### **SELECTION PROCESS**

Qualified candidates must complete the online application form at: [www.cps.ca.gov](http://www.cps.ca.gov) .Faxes and resumes will not be accepted during the initial recruitment phase. Applications will be reviewed for related experiences, appropriate level, and education. Those most qualified will be contacted to participate in further selection procedures. Qualified candidates must complete a background investigation.

**Appointment and Bonus Structure\*** In addition to being eligible for our annual performance bonus program, a signing bonus may be considered and negotiated at the time a job offer is made. The signing bonus will be paid in increments during the first year of employment.

**FINAL FILING DATE: Open Until Filled**