

Texas Commission on Law Enforcement – Education Specialist II (Assessment Coordinator)

Organization: TEXAS COMMISSION ON LAW ENFORCEMENT

Primary Location: Texas-Austin

Work Locations:

6330 US HWY 290

Austin, Texas 78723

Job: Education, Training, and Library

Employee Status: Regular

Schedule: Full-time

Standard Hours Per Week: 40.00

State Job Code: B19

Salary Admin Plan: B

Grade: 19

Salary (Pay Basis): 5,838.34- 5,838.34 (Monthly)

Number of Openings: 1

Overtime Status: Non-Exempt

Closing Date: Ongoing

Note to the Applicant: The job application must be completely filled out. The submitted application must contain dates of employment, job titles, name of employer, and a description of duties performed in a way that demonstrates how the minimum qualifications for the position are met. Resumes do not take the place of the requirements on the application. If this information is not submitted, the application may be rejected because it is incomplete.

Position Overview: The Texas Commission on Law Enforcement issues licenses to peace officers, county corrections, and telecommunicators, as well as certificates to investigative hypnotists. The Education Services Division supports Texas law enforcement agencies and training providers by producing state mandated educational materials and overseeing the state licensing examinations. This position is responsible for overseeing the State's licensing examinations to include proctoring exams at Headquarters and providing assistance to external examination sites. Work involves analyzing statistical data, preparing reports regarding the State's licensing examinations, and maintaining examination schedule at Headquarters. This position must stay current with emerging trends, issues, and technologies for testing and measurement. Works under general supervision, with limited latitude for the use of initiative and independent judgment. This position reports to the Education Services Division Supervisor.

General Description: Performs complex (journey-level) consultive and technical work related to the design and evaluation of the State's law enforcement licensing examinations. Work involves evaluating the State's licensing exams based on statistical data. Managing multiple, large question banks. Scheduling and proctoring exams at Headquarters. May provide guidance to internal staff and external parties. The Assessment Coordinator will work with the Education Services Division Supervisor to establish goals, lead development meetings, track and report progress reports while working within the established timeline limitations. A successful candidate will have documented experience in analyzing statistical data, project management, and the ability to consult with subject matter experts in the development and evaluation of exam questions. A successful candidate must also possess strong organizational, writing, and communication skills.

General Duties and Responsibilities:

- Design, develop, and deploy law enforcement licensing examinations.
- Analyze statistical data related to test performance for validity and reliability.
- Analyze state examinations to ensure they align with current training objectives and content.
- Develop exam proctoring protocols for use at TCOLE satellite (contract) testing centers.
- Facilitate collaborations with internal and external parties, stakeholder groups, committees, focus groups, and subject matter experts to create and revise examination questions.
- Participate in the development and implementation of goals, objectives, policies, priorities, and procedures for curriculum development, testing and measurement, and institutional research.
- Identify trends, emerging issues, and technologies for testing and measurement.
- Schedule and proctor testing events at TCOLE headquarters exam site.
- Represent agency on committee assignments related to law enforcement training and standards.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Highly developed written and oral communication skills.
- Skilled in project management techniques.
- Skilled in analyzing statistical data.
- Skilled in using research to plan and develop assessment materials and reports.
- Skilled in communicating complex, technical information in a clear, organized, and concise manner both orally and in writing.
- Skilled in the use of appropriate grammar, spelling, punctuation, mechanics, and editing skills.
- Ability to apply state and federal laws, rules, policies, procedures, and regulations to the creation and revision of examination materials.
- Ability to gather, assemble, correlate, and analyze information.
- Ability to effectively present, in person and virtually, at conferences, training events, and other professional development opportunities.
- Knowledge in adult learning principles, comprehension of highly technical language, and the ability to convert technical data into visual reports.
- Knowledge of testing and measurement principles and techniques, adult learning principles, and learning design models.
- Demonstrated proficiencies in software programs, such as Microsoft Office (Word, Excel, PowerPoint), Adobe Acrobat Professional, Learning Management Systems, etc.
- Demonstrated ability to develop and maintain strong working relationships in a diverse, collaborative, project-based teams involving content experts.
- Demonstrated ability to responsibly handle sensitive and confidential information and adhere to applicable laws/statutes/policies related to access, maintenance and dissemination of information.

Qualifications**Required Minimum Education and Experience:**

- Bachelor's degree from an accredited four-year college or university in Education, English, Computer Science, Information Systems, or related field with a passion for language and data.
- Minimum of four (4) years' experience in education, project management, data analysis, operations, curriculum and instruction, or related field.
- Advanced degree may substitute for two (2) years of required experience.

Preferred Experience and Education

- Advanced degree in Education, Business Analytics, or related field.
- Documented experience in Tableau, PowerBI, etc.
- Documented experience with test generation and delivery software, such as Pearson, ClassMarker, or examSoft.

Physical Requirements and/or Working Conditions:

- Work is performed in a standard office environment.
- This position will operate out of TCOLE headquarters in Austin, Texas.
- Requires:
 - Regular, reliable, and punctual attendance
 - Frequent use of computer and office software
 - Frequently works under deadlines, as a team member, and in direct contact with others.

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at

<http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 60-day waiting period.

To Apply: Application may be completed at: [Job Search \(taleo.net\)](#)

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. In order to complete the supplemental questions please go to CAPPs Recruit to register or login and access your profile. Go to CAPPs Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en>)

PLEASE NOTE: Candidates may be asked to participate in a skills demonstration and/or presentation.

If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted. All applications must contain complete job histories, which include job title, dates of employment, name of employer, supervisor's name and phone number, and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.

This position requires the applicant to meet Agency standards and criteria which includes passing a pre-employment criminal background check, prior to being offered employment by the Agency.