

External Job Posting

Job Posting Title

SCE - NB60580586EA - Performance Assessment Consultant

Posting Date

12/24/2009

Job Type

Full-time

Work Location

0042 - CA-General Office #4 - SCE 10

Basic Qualifications

Masters Degree in Industrial/Organizational Psychology, Human Resources or related field. Must have completed graduate coursework in Personnel Selection, Statistics and Psychometrics or Test Development/Construction. Must have experience conducting job analysis and developing selection tests, including interviews, aptitude and knowledge tests, performance tests and assessment centers. Must have experience conducting item analysis, ANOVA, correlation, regression, factor analysis, adverse impact and fairness analyses.

Core Competencies

- Typically possesses five years experience designing and implementing selection and assessment tools.
- Demonstrated experience conducting job analysis and developing selection tests, including interviews, aptitude and knowledge tests, performance tests and assessment centers.
- Demonstrated experience conducting pilot tests and validation studies.
- Demonstrated experience conducting research and statistical analyses, including item analysis, ANOVA, correlation, regression, factor analysis, adverse impact, fairness analyses, and utility analysis.
- Demonstrated experience managing multiple projects and consulting with clients, including independently identifying client needs, developing action plans and deliverables, estimating costs/resources, tracking and reporting project performance, and implementing final products/solutions.
- Knowledge of federal, state, and local laws/regulations and professional standards for test development/validation.
- Demonstrated experience and proficiency with Word, Excel, PowerPoint, and SPSS.
- Must demonstrate the ability to integrate work across relevant areas, develop the business and services to enhance customer satisfaction and productivity, manage risks and safety appropriately, develop and execute business plans, manage information, and provide exceptional service to internal and external customers.
- Must demonstrate effective resource and project planning, decision making, results delivery, team building, and staying current with relevant technology and innovation.
- Must demonstrate strong ethics, influence and negotiation, leadership, interpersonal skills, communication, ability to effectively manage stress and engage in continuous learning.

COMMENTS

Additional testing may be required as part of the selection process for this position.



Preferences

Doctoral degree in Industrial/Organizational Psychology, Human Resources of related field.

Typical Responsibilities

The Performance Assessment Consultant will provide expert advice and consultation to all levels of management on strategic testing/assessment issues that have major financial and/or operational impact. Typical responsibilities will include leading multiple projects and consulting with internal business unit clients regarding employee selection/development, leadership assessment, organizational assessment/surveys, and other workforce management issues. Performing needs assessments and job analysis studies that serve as the basis for assessment/selection tools, competency models, career paths, training programs, job re-design, and job progressions. Developing valid, job-related, and legally defensible assessment/selection tools including job descriptions/postings, structured interviews, aptitude tests, knowledge tests, performance tests/work samples and assessment center exercises. Analyzing data, reporting results, and developing action plans to improve organizational performance. Writing validation and related technical reports for research projects. Working with and/or managing vendors to develop specialized assessment tools or systems. Collaborating and coordinating with all areas of HR to address a variety of assessment issues. Representing the assessment function on large-scale staffing initiatives. Obtaining guidance, approval, and support from project sponsors, and providing stakeholders with on-going communication and status reports. Utilizing Microsoft Office and statistical computer programs (e.g., SPSS, item analysis program) to develop, maintain, validate, and present the results of assessment tools or functions.

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