City of Houston, Human Resources, Classified Testing Internship Description

Are you obsessed with applying advances in psychological research to improve the well-being and performance of people and the organizations that employ them? Do your friends accuse you of being a social-do-gooder? Classified Testing is a group within the City of Houston's Human Resources department that provides employee selection and promotional testing for the City's "Classified" personnel (e.g. the Fire and Police departments). With responsibility for providing and promoting valid and reliable tests for over 6,000 classified employees and 3,000 applicants every two years on a public budget, we are looking to continuously improve the fairness and accuracy of our services while conserving public resources. We believe what we do helps support the superior public services provided by our fire and police departments, and that the members of these departments deserve great testing services.

We seek talented interns who crave learning new skills and aren't afraid to tackle big projects. As an intern you will get to work with a variety of our staff, while working on real projects that will help the Houston Fire Department identify the most qualified people to protect and serve in their communities. Our ideal candidate is obsessed with making work a better place for everyone. We want someone who is good at building relationships and finding opportunities to educate and interest others in utilizing I-O psychology to improve all HR practices.

What You Will Learn:

- How to conduct multi-method job analysis studies for a variety of Fire Department ranks and positions.
- How to use job analysis results to develop content-valid tests.
- Standard test administration procedures for different types of promotional and selection tests and different size testing groups.
- How to analyze adverse impact and collect validation evidence for personnel selection procedures.
- How to effectively report and communicate test information and results to HR management, Fire Department leaders, and other public stakeholders.
- Assist in building and presenting process improvements for selection services in public service/ non-profit organizations.
- Plenty of additional opportunities in related projects.

What We Require:

- Recent classwork, project, or work experience in I-O psychology.
- Proficient in Microsoft Suite Office and at least one statistical software package (e.g. SPSS, STATA, SAS).
- Strong communication skills.
- Organized, with an ability to prioritize time-sensitive assignments.
- Creative and Flexible, with an ability to adapt to bureaucratic requirements.
- Familiarity with the EEOC's "Uniform Guidelines on Employee Selection Procedures," and SIOP's "Principles for the Validation and Use of Personnel Selection Procedures"
- Familiarity with advanced statistics for psychology is desired, but we will also train.
- Interested in job analysis and personnel testing/ assessments.
- Interested in public service.

We value all of our interns and go the extra mile to make sure you receive a learning experience that fits your career goals. You will become extremely knowledgeable in the practical aspects of job analysis, testing ethics and science, and other I-O issues related to helping organizations and employees who work in extreme environments.

Details:

The position may begin any time between April 21st and May 5th (as best suits all parties) and ends June 30th. You are expected to work 40 hours a week and will be paid $18/hour through one of the City's contracted temporary employment agencies. Before start of your internship, the temporary employment agency may require you to complete an official application and/or drug testing. You will be provided office (and parking) space at the city's Learning and Development Center at 4501 Leeland, Houston, TX 77023. The typical dress code is business casual and working hours are semi-flexible within a 6:30am to 7pm window on business days.