EDITED TASK LISTING

CLASS: PHYSICAL TESTING & EVALUATION SPECIALIST

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Ensure precise calibration and proper functioning of testing equipment to ensure accurate results for each candidate utilizing service contracts with various vendors, per testing protocols, departmental policies and procedures, etc., on a monthly basis.
2.	Measure achievements of a candidate to determine the candidate's ability to complete the job standards utilizing testing equipment (e.g., bike, hand grip dynamometer, counters, etc.) per testing protocols, departmental policies and procedures, etc.
3.	Time achievements of a candidate to determine the candidate's ability to complete the job standards utilizing testing equipment (e.g., bike, counters, etc.) per testing protocols, departmental policies and procedures, etc.
4.	Evaluate achievements of a candidate to determine the candidate's ability to complete the job standards utilizing testing equipment (e.g., bike, hand grip dynamometer, counters, etc.) per testing protocols, departmental policies and procedures, etc.
5.	Record achievements of a candidate to determine the candidate's ability to complete the job standards utilizing testing equipment (e.g., bike, hand grip dynamometer, counters, etc.) and Physical Abilities Test score sheet per testing protocols, departmental policies and procedures, etc.
6.	Measure body fat percentages of candidates to determine their cardiac risk assessment using skin fold calipers per testing protocols, American College of Sports Medicine (ACSM) guidelines, departmental policies and procedures, etc.
7.	Take blood pressure readings to determine candidate's cardiac risk assessment and to determine their ability to perform and recover from the physical abilities test utilizing a blood pressure cuff and stethoscope per testing protocols, departmental policies and procedures, etc.

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Task #	Task
8.	Conduct a cardiac risk assessment to determine the candidate's ability to perform the physical abilities test utilizing various tools (e.g., candidate's fitness level, blood pressure reading, body fat percentage, family history, etc.) per testing protocol, departmental policies and procedures, etc.
9.	Maintain close observation of candidates during testing to ensure their health and safety during and after the physical test by identifying warning signs of a possible emergency (e.g., lightheadedness, vomiting, dizziness, etc.) per testing protocols, departmental policies and procedures, etc.
10.	Assess unsuccessful candidate's physical condition to determine where the candidate needs improvement utilizing testing equipment (e.g., blood pressure cuff, hand grip dynamometer, counters, etc.) per testing protocols, departmental policies and procedures, etc.
11.	Counsel unsuccessful candidate's on proper diet and exercise programs to prepare the candidate to improve their physical fitness to a level adequate to pass the physical abilities test utilizing communication skills, exercise handbooks, basic nutrition, etc., per testing protocols, departmental policies and procedures, etc.
12.	Serve as a physical fitness resource to departmental employees to aid them in proper diets and exercise programs utilizing communication skills, exercise handbooks, basic nutrition, etc., on an as needed basis.
13.	Keep abreast of current practices in the field (e.g., ACSM guidelines, CPR and first aid changes, etc.) to ensure the health and safety of candidates utilizing the computer, training, policy memos, etc., per testing protocol, departmental policies and procedures, etc., on an on going basis.
14.	Make recommendations for program improvements (e.g., protocol changes, policy changes, etc.) to ensure best practices utilizing the computer, training, policy memos, etc., on an as needed basis.

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Task #	Task
15.	Conduct formal training on various aspects of physical fitness (e.g., nutrition, physical level, CPR and first aid, etc.) to improve staff skills and knowledge for the correct application of standards, policies and procedures utilizing various methods (e.g., classroom, on-the-job, mentoring, etc.) to ensure compliance with testing protocols, departmental policies and procedures, etc., on an as needed basis.
16.	Review records for completeness and accuracy (e.g., control cards, PAT score sheet, cardiac risk assessment, etc.) while maintaining confidentiality of all materials to ensure correct application of standards, policies and procedures utilizing computers, personal knowledge, etc., to ensure compliance with testing protocols, departmental policies and procedures, etc.
17.	Gather data for required reports (e.g., medical appeals, candidate correspondence, etc.) to ensure the accurate completion of a candidates file utilizing computers, memos, etc., per testing protocols, departmental policies and procedures, etc.
18.	Organize data for required reports (e.g., testing rosters, daily schedules, etc.) to ensure the accurate reporting of performance measures and statistics utilizing computers, memos, etc., as required by the supervisor.
19.	Assist on special projects (e.g., proctoring, unique reports, etc.) to ensure the productivity of the unit utilizing computers, memos, etc., as required by the supervisor.