

Title: Quality Assurance Specialist	Effective Date: June 25, 2016	Grade: XI	Job Category: Technician
Prior Title: Quality Assurance Supervisor, Quality Assurance Specialist I, II	Prior Effective Date: October 18, 2010	Grade: VIII, X, XI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the production control and quality assurance activities of the Computer Services Division.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Coordinate and perform data processing control activities.
- Schedule computer batch processing.
- Monitor and assure adherence to the production job schedule.
- Maintain documentation and records for quality control and organizational requirements.
- Assist users with production data processing activities.
- Monitor and verify compliance with shop standards concerning production batch processing, data documentation, and procedures for protecting the integrity of data.
- Perform analysis and make recommendations on how to improve the quality of production and data.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in computer science, management information systems, or related field; OR the educational equivalent to a diploma from an accredited high school plus four years of experience related to functional area. Knowledge of scheduling software and word processing.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.