

Class Title: Data Quality Control Analyst

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Installs and maintains microcomputers, peripherals and software. Analyzes and evaluates computer related operations. Creates, publishes and maintains reports. Provides training for staff and assistance to patrons.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|--|
| 1 | S | Assists in the maintenance of computer systems by ensuring system integrity, reviewing reports to determine accuracy of input, performing inspections, investigating problems, resolving problems, repairing equipment, replacing damaged or failing software or hardware, ordering replacement parts, contacting vendors, and installing and setting up new equipment. |
| 2 | S | Provides support by providing warranty information to vendors, shipping defective parts and equipment, maintaining warranty records, providing technical support for software applications and operating systems, maintaining inventory database, assigning equipment control numbers, responding to requests for information, recording reports onto spreadsheets, and creating, printing and publishing reports. |
| 3 | L | Provides training and assistance by training staff on computer and equipment maintenance and assisting patrons with software and printing problems. |

CSC Adopted: October 2001, CSC Revised: February 2015

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school, or equivalent experience. |
| Experience | Two years of experience. |
| Certifications and Other Requirements | N/A |
| Reading | Work requires the ability to read general correspondence, technical manuals, and reports. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and to set up formulas in spreadsheets. |
| Writing | Work requires the ability to write general correspondence, letters, and reports. |
| Managerial | N/A |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees. |
| Complexity | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. Vendors and suppliers may also be called upon for information on purchases, supplies or products. |

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OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | X | Light | Medium | Heavy | Very Heavy |
|---|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Office equipment, installing cable, equipment installation, maintenance or repair, training |
| Sitting | F | Computer, desk work, training |
| Walking | F | To/from jobsite, equipment installation, maintenance or repair |
| Lifting | F | Computer equipment, office supplies, files, reports, manuals, tools, cable, parts |
| Carrying | O | Computer equipment, office supplies, files, reports, manuals, tools, cable, parts |
| Pushing/Pulling | O | Cable, dollies, hand carts |
| Reaching | O | Parts to repair equipment |
| Handling | F | Computer equipment, office supplies, files, reports, manuals, tools, cable, parts |
| Fine Dexterity | C | Computer keyboard, calculator, writing, installing computer parts |
| Kneeling | F | Installing and repairing equipment |
| Crouching | O | Installing and repairing equipment |
| Crawling | N | |
| Bending | F | Installing and repairing equipment |
| Twisting | O | Installing and repairing equipment |
| Climbing | R | Stairs, ladders |
| Balancing | F | On stairs, ladders, carrying computer equipment |
| Vision | C | Computer, desk work, reading, writing, installing, maintenance computer equipment, tools, training |
| Hearing | C | Staff, supervisors, vendors, patrons, other City personnel, meetings, equipment noises |
| Talking | C | Staff, supervisors, vendors, patrons, other City personnel |
| Foot Controls | N | |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, mini-computer and peripheral equipment, copy machine, fax machine, telephone, hand and power tools, Standard Microsoft Windows and Office software, DbaseIII, VMS, Internet/Intranet

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | D |
| Chemical Hazards | N | Extreme Temperatures | D |
| Electrical Hazards | D | Noise and Vibration | D |
| Fire Hazards | N | Fumes and Odors | N |
| Explosives | N | Wetness/Humidity | D |
| Communicable Diseases | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | X |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | -- |

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses/eye protection, static wrist strap

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | R |
| Emergency Situations | O |
| Frequent Change of Tasks | R |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | O |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

- (3)