

CSC Adopted: October 2001, CSC Revised: _____

Class Title: Data Quality Control Manager

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Coordinates access to multiple state systems the application of computer software to operational needs. Manages quality control and assurance. Supervises personnel. Performs maintenance planning and scheduling. Performs vibration analysis and coordinates other predictive maintenance. Performs administrative duties.

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	Coordinates access to multiple state systems by processing forms, resetting passwords, providing instructions, investigating problems and resolving or forwarding problem to appropriate area.
2	M	Manages quality control and assurance by reviewing data samples for accuracy of input/output and application function, analyzing and evaluating development of in-house and multiple state systems, resolving problems related to the system processing of purchased services, providing training and coordinating testing activities.
3	M	Supervises personnel by assigning tasks, setting schedules, setting objectives, developing policies and procedures, providing information, coordinating special projects, generating reports, data manipulation and data correction or restoration, training and assisting staff and supervisors in use of computer system, providing information and resolving problems.
4	S	Performs maintenance planning and scheduling by entering equipment data into computer program, verifying data, analyzing data for trends, reviewing equipment manuals, writing preventive maintenance procedures, scheduling maintenance, ensuring maintenance completion and cost assigned, coordinating with maintenance supervisory team, ensuring accurate asset cost and customer service tracking, ensuring documentation and cost assigned for maintenance actions, collecting and mapping existing assets, reviewing plans and specifications for design and function of systems and overseeing installation and operation of new systems.
5	L	Performs vibration analysis by recording data and performing initial analysis at each asset, inspecting equipment for vibration inducing structural problems, transferring readings to PC and analyzing waveforms and spectrum for problems/trends.
6	S	Performs administrative duties by creating and distributing reports, writing requisitions, issuing procurement documentation and assisting in acquiring global positioning data points for assets.

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CLASS REQUIREMENTS:

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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. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read manuals, instructions, and forms.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write procedures, instructions, and correspondence.
Managerial	Managerial responsibilities include planning and implementing modifications to computer systems, and coordinating special projects.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium X	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.
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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	Copier, fax machine, filing, user training, supervision, observations
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from trouble shooting and problem solving, inter-office
Lifting	F	Office supplies, files, reports, manuals, books, boxes of paper
Carrying	F	Office supplies, files, reports, manuals, books, boxes of paper
Pushing/Pulling	F	Boxes of paper
Reaching	F	Office supplies, files, reports, manuals, books, boxes of paper
Handling	F	Office supplies, files, reports, manuals, books, boxes of paper
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	F	Lifting boxes of paper
Crouching	F	Lifting boxes of paper
Crawling	N	
Bending	F	Lifting boxes of paper
Twisting	F	Lifting boxes of paper
Climbing	O	Stairs
Balancing	F	On stairs
Vision	C	Computer, desk work, filing, reading, writing, user training
Hearing	C	Telephone, staff, supervisor, meetings, user training
Talking	F	Telephone, staff, supervisor, meetings
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Dot matrix printers, Standard Microsoft Windows and Office software, VACIS: Adapt OASIS, multiple local DSS systems

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
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:

None

NON-PHYSICAL DEMANDS:

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

- (3)