

Title: Quality Assurance Supervisor	Effective Date: October 18, 2010	Grade: XI	Job Category: Paraprofessional
Prior Title: Quality Assurance Supervisor	Prior Effective Date: August 24, 2007	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for the supervision of 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.

- Supervise and coordinate data processing control activities.
- Schedule computer processing.
- Monitor and assure adherence to the production job schedule.
- Assist users with computer production.
- Monitor and verify compliance with shop standards concerning production job control language (JCL), 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 plus minimum of three years experience related to functional area. Advanced training and/or experience of responsibility. Knowledge of JCL, word processing and of Division standards and procedures.

("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.)