

Title: Data Quality Management Analyst	Effective Date: June 19, 2021	Grade: XII	Job Category: Technician
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CHARACTERISTICS OF WORK

Under the direct supervision of the Section Head or team leader, this position is responsible for the creation and implementation of data collection, processing and reporting standards and protocols for the System Information and Research Division/Asset Management Section. This position is also responsible for all equipment calibration in the section along with operating handheld equipment

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 Department of Transportation is an "at will" employer.

- Ensure that ARDOT is compliant with Federal Highway Administration requirements (23 CRF 490.319).
- Establish and maintain all control and verification sites, including completing manual distress surveys and operating a Walking Profilograph.
- Conducting and or scheduling all field equipment calibrations in the Asset Management Section. This includes but is not limited to the Falling Weight Deflectometers, the Skid Truck, and the Automatic Road Analyzer.
- Operate and maintain all handheld equipment including but not limited to the Walking Profilograph, the Dynamic Friction Tester, the Circular Track Meter, and the Light Weight Deflectometer.
- Ensure that the quality of the data meets the needs of the Department.

MINIMUM REQUIREMENTS

Education and experience:

The educational equivalent to an Associate of Science (A.S.) degree from an accredited college or university; or the educational equivalent to a diploma from an accredited high school and two years of experience in data analysis.

Knowledge, skills and abilities:

Working knowledge of Microsoft Word, Excel, and Outlook. Ability to read and interpret maps. Effective leadership and communication skills.

Physical requirements:

Physical ability to work with hand tools. Ability to work outdoors. Ability to stand and monitor equipment for at least two (2) hours without a break. Ability to carry 50 pounds of equipment and supplies with or without reasonable accommodation.

Working conditions:

Available for occasional overnight statewide travel.

Licenses, registrations and certifications:

Valid driver's license.

("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.)