

QA & BUSINESS PROCESS ANALYST

Crystal City, VA

\$64,816-\$81,020 Annual Plus Bonus Opportunities

THE POSITION

Our Arlington (Crystal City), Virginia office seeks an experienced quality assurance and business process analyst. Under direction, provides assistance in evaluating test administration and business processes and conducts site assessments to audit these sites to assure compliance with standardized processes and standards. The incumbent will be responsible for review and audit, technical support, planning, analysis and administrative activities in the review of the test administration and business processes used on the TSA contract. Work is performed at airports and other site facilities. This Position may be filled as a regular employee or intermittent consultant. **Incumbent will travel approximately 50% of their work schedule, which will include travel in the DC metro area.**

KEY DUTIES

- Participates as a team member in the Standards and Assessment planning process.
- Analyzes the validity of the quality assurance data gathered, and reports the results to TSA.
- Continuously tracks and updates assessment-related materials as needed.
- Plans and conducts the quality assurance reviews of assessment sites to assure that the tests are being administered as designed.
- Plans and conducts other quality assessments and training seminars to assure that the testing standards, processes and procedures are being followed.
- Prepares technical reports which document activities.
- Trains and assigns work to project staff.
- Works closely with management team to propose and implement process changes that will improve the accuracy and success of the TSA assessment center process.
- Attends courses and conferences, reads current literature, and continuously acquires new knowledge in the areas of expertise.
- Performs other duties as assigned.

QUALIFICATIONS

Experience: Two years of professional examination administration and/or quality assurance experience including substantial experience with assessment centers and large testing ventures.

Education: Equivalent to a Master's Degree in a relevant field.

SELECTION PROCESS

Qualified candidates must complete the online application form at: www.cps.ca.gov. We request that you submit your resume during the online application process. Applications will be reviewed for related experiences, appropriate level, and education. Those determined to be most qualified may be invited to participate in an oral interview. The selected candidates must successfully complete a background check.

FINAL FILING DATE **Open Until Filled**



THE ORGANIZATION

CPS is a self-supporting public agency providing a full range of human resource services to the public and nonprofit sectors. We have unique expertise in delivering HR management and consulting services, employment testing, assessment services, and applicant tracking software to government agencies throughout North America. We assist organizations across the talent management continuum in recruiting, selecting, and developing employees.

BENEFITS Our excellent benefits package includes; health, dental, vision, life, retirement (CalPERS), and many other competitive benefits.

CPS IS AN EQUAL OPPORTUNITY EMPLOYER

To all, regardless of race, color, ancestry, religion, sex, national origin, marital status, age, sexual orientation, mental or physical disability, or perceived disability.



Human Resource Services

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