

LOTTERY GAMES TEST ANALYST SUPERVISOR**NATURE OF WORK:**

Under general direction, performs advanced level and supervisory work in the review, testing and certification of video gaming hardware and software submitted to the West Virginia Lottery by licensed video gaming machine (VGM) manufacturers. Work is performed at the Lottery Compliance Analysis Laboratory. Installs certified hardware and/or software into licensed video gaming machines and conducts various testing scenarios to verify that the hardware and/or software meets the standards established by the state gaming statutes. Works with the Video Lottery Audit Team, the VGM manufacturer and the independent testing laboratory to troubleshoot and resolve problems encountered in the testing process. Oversees the maintenance and security of a library for all approved VGM hardware and software used in state gaming venues. Oversees the maintenance of databases for all hardware and software submitted to the laboratory for testing and for manuals of instructions and procedures for installing software in video gaming machines in the state. Oversees the preparation of regular and special reports on testing laboratory activities. Plans, organizes and evaluates the work of other Lottery Games Test Analysts. Performs or acquires training for subordinate employees. Occasional statewide travel is required. Background and credit investigation and security clearance required for employment. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is supervisory level in the Lottery Games Test Analyst class series. Employee plans, organizes and evaluates the work of Lottery Games Test Analysts and oversees the work of the Lottery Compliance Analysis Laboratory.

ESSENTIAL JOB FUNCTIONS: (Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.)

Plans, organizes and evaluates the work of Lottery Games Test Analysts; oversees the daily operation of the Lottery Compliance Analysis Laboratory.

Tests and analyzes video gaming machine hardware and software from various manufacturers to determine compliance with applicable laws, regulations and policies.

Collaborates with the Video Lottery Audit Team, the independent testing laboratory and/or licensed manufacturer personnel to troubleshoot and resolve VGM hardware and software problems found during the testing process.

Performs signature verification on VGM and system software stored on EPROM's (Erasable, Programmable Read Only Memory Chips), compact flash cards, compact discs or floppy disks and compares to values listed on hardware and software certification letters submitted by the independent testing laboratory.

Oversees the maintenance and security of a library of all approved VGM hardware and software used in the state.

Oversees the maintenance and updating of databases on all VGM hardware and software submitted for testing at the Compliance Analysis Laboratory; oversees maintenance of procedures manuals on the installation of software on all VGM approved for use in the state.

LOTTERY GAMES TEST ANALYST SUPERVISOR (CONT'D)**ESSENTIAL JOB FUNCTIONS: (Cont'd)**

Ensures video gaming machines in the Compliance Analysis Laboratory are in complete working order; ensures that each VGM has in the laboratory includes the latest approved hardware and software.

Provides technical assistance to personnel at Limited Video Lottery and racetrack gaming venues on software problems, hardware malfunctions, VGM problems, data line problems or other technical issues.

Participates in the selection process for new hires; oversees the initial and continuing training for laboratory personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer electronics.

Knowledge of West Virginia Lottery video gaming machine hardware and software testing and verification regulations and procedures.

Knowledge of the principles of supervision.

Ability to plan, organize and evaluate the work of subordinates.

Ability to test and certify video gaming machine hardware and software.

Ability to provide technical support to external customers and Lottery field staff on video gaming machine electronics and software problems; ability to reconstruct game play scenarios in resolving player disputes.

Ability to organize and secure a library of approved VGM hardware and software approved for use in the state; ability to maintain a manual of procedures for software installation on all VGM approved for use in the state.

Ability to maintain effective working relationships with Lottery staff, retailers, players, gaming industry officials, VGM manufacturers and independent testing laboratory personnel.

MINIMUM QUALIFICATIONS:

TRAINING: Graduation from a standard four-year high school or the equivalent.

EXPERIENCE: Six years of full-time or equivalent part-time paid experience in gaming machine software testing and installation, computer repair or in electronics technology.

SUBSTITUTION: Successful completion of an approved vocational school program in electronics of at least 1080 clock hours or an Associate Degree in Electronics or Electronics Engineering Technology from an regionally accredited college or university may substitute for two years of the required experience.

OR

Six years of full-time or equivalent part-time paid experience in the video lottery games testing process and/or operation may substitute for the required experience.

Established: 3/19/09

Revised: 12/3/09

Effective: 12/3/09