AUBURN
Human Resources

# Spec II, Quality Assurance

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EA88B |
| Job Description Title | Spec II, Quality Assurance |
| Pay Grade | LC06 |
| Range Minimum | $42,300 |
| 33rd % | $49,340 |
| Range Midpoint | $52,870 |
| 67th % | $56,390 |
| Range Maximum | $63,440 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 7/1/2011 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Legal, Compliance & Audit |
| Job Function: | Compliance |

## JOB SUMMARY

Administers a quality assurance program to include the management of documentation, training, and regulation compliance.

## RESPONSIBILITIES

- Identifies and resolves product and process quality issues; drives continuous improvement processes.
- Oversees the activities of the document and record management systems and reviews and recommends process improvements.
- Oversees and conducts the internal audit and employee training programs.
- Analyzes and formulates reports documenting the effectiveness of the quality assurance systems being utilized.
- Conducts production reviews, authorizes product for distribution, and ensures correct product disposition.
- Monitors and evaluates supplier performance.
- Oversees the equipment maintenance program.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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|---|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | Degree in business, management, science, or related field | and | 4 years of | Experience in quality management | |

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|---|---|
| Substitutions Allowed for Education | Yes |
| *Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.* | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | | X | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | X | | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | X | | | | |
| Eye/Hand/Foot Coordination | | X | | | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |
| Noise | | X | | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically. |