



**JOB INFORMATION**

Job Code	EA88C
Job Description Title	Spec III, Quality Assurance
Pay Grade	LC08
Range Minimum	\$49,490
33rd %	\$59,390
Range Midpoint	\$64,330
67th %	\$69,280
Range Maximum	\$79,180
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/1/2011

**JOB FAMILY AND FUNCTION**

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**

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.
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**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 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	6 years of	Experience in quality management	

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 KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the work.

## MINIMUM LICENSES & CERTIFICATIONS

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

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

### 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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Chemical		X			
Dusts		X			
Poor ventilation		X			

**Vision Requirements:**

Ability to see information in print and/or electronically.