

**TITLE OF GROUP OF CLASSES:           QUALITY ASSURANCE OFFICER**

**TITLE OF CLASSES IN GROUP**

	<b>Class Code:</b>	
<b>ENVIRONMENTAL SCIENCES</b>		<b>02722601</b>
<b>BIOLOGICAL SCIENCES</b>		<b>02722602</b>
<b>FORENSIC SCIENCES</b>		<b>02722603</b>
	<b>Pay Grade:</b>	<b>35A</b>
	<b>EO:</b>	<b>B</b>

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for quality assurance activities in the Division of Laboratories within the field of specialization indicated by the title within the group: To serve as technical expert and program administrator in quality assurance (QA), quality control (QC) and proficiency testing. To develop, administer operate, manage and maintain various QA activities in the Division; to perform other specific tasks as outlined within the group; and to do related work as required.

**SUPERVISION RECEIVED:** Reports to and works under the general direction of a Laboratory Chief. The laboratory Director will also provide oversight and direction. The incumbent will work with considerable latitude in the exercise of initiative and independent judgement; work is subject to review through a variety of mechanisms including conferences and submitted reports for conformance to federal, departmental, divisional and laboratory policies and objectives.

**SUPERVISION EXERCISED:** As required, may supervise the work of a professional, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for all laboratory quality assurance activities within the field of specialization indicated by the title within the group such as:

Environmental Sciences - the laboratories involved are water chemistry, air pollution, trace organic, radiation, pesticides, sanitary microbiology, and food chemistry. Duties will also include supervision and administration of the private analytical laboratory licensure/certification program.

Biological Sciences - the specialty areas involved are diagnostic microbiology, serology, biochemistry and the specimen processing area. Duties will also include divisional training assignments.

Forensic Sciences - the specialty areas involved are drug chemistry, forensic toxicology, forensic biology, forensic DNA, combined DNA index system (CODIS), sports doping and the evidence control area.

To assure all aspects of the Laboratory's QA, QC and proficiency testing are sound and within the Laboratory's QA program guidelines.

To plan, direct and perform audit and consultative activities related to QA, QC and internal and external open and blind proficiency testing.

To plan, direct and perform training related to QA and QC activities.

To apply statistical methods, as required, to identify quality problems and evaluate the effects of changes in testing and control system procedures on quality.

To assess Laboratory needs regarding quality and proficiency testing programs through audit, testing procedures, and review of new and existing federal and state regulations.

To maintain and enhance communication with the community, professional associations, accrediting and certifying groups, and governmental agencies at the local, state and federal levels.

To prepare and present reports on the progress of Laboratory QA, QC and proficiency testing activities.

To help develop and help implement a QC program, including the use of statistical procedures and techniques.

To design, implement and monitor a QA plan.

To review and monitor QA and QC activities of the Laboratory in order to determine conformance with established policies, state or federal regulations, or accreditation requirements.

To perform other administrative tasks related to assessing, maintaining and improving the quality of the Laboratory as required.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** a thorough knowledge of QA, QC and proficiency testing concepts; the ability to apply these concepts to resolve complex conditions in laboratory and administrative settings; expert knowledge of inspection and test and measurement techniques, including statistical analysis and sampling techniques, used to study QA and QC problems in laboratories and administrative environments; a thorough knowledge of laboratory methods and techniques, and the ability to apply such knowledge to assure the Laboratory meets state, federal and other applicable quality assurance requirements; a high degree of writing and oral skills to present and prepare audit and QA reports, policies and other documents; the ability to establish and maintain effective working relationships; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through possession of a master's degree in one of the physical sciences, preferably with advanced courses of study at the doctoral level in the physical sciences; and

Experience: Such as may have been gained through employment in a laboratory leadership position in quality assurance;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

Editorial Review: 3-15-2003