
Auburn University Job Description

Job Title:	Spec, Quality Assurance	Level I	Grade LC05 \$33,600 - \$50,400
Job Code:	EA88	Level II	Grade LC06 \$37,000 - \$55,500
FLSA status:	Exempt	Level III	Grade LC08 \$45,000 - \$72,000

Job Summary

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

Essential Functions

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

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	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, own area.	Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position plus 2 years experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in business, management, science, or related field

Focus of Experience

Experience in quality management

Substitutions 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.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 7/1/2011
