Title: Quality Assurance Specialist

Pay Scale
Group: 15
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, manage, audit, develop, modify and present services and programs.

Characteristic Duties

- Manage, audit, develop, modify and present services and programs.
- Perform audits, create checklist, analyze data, report audit results and verify all changes are complete to ensure compliance with SOPs, accrediting agencies and state, local, and federal regulations.
- Manage equipment calibration schedules and maintenance.
- Assist in the planning, development and implementation of new programs.
- Maintain, write and edit SOPs and train SOP writers and master list manager.
- Provide annual reports to senior management.
- Act as liaison to internal departments and external entities.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree and experience must be in a related field. Experience may require at least one (1) year supervision.