



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

QUALITY ASSURANCE OFFICER

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 56 Job #: YA90
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JOB SUMMARY

This is an advanced journey level position performing Quality Assurance Officer job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Plans, prepares, organizes, implements, and monitors Metropolitan's Quality Assurance Program for water quality. Implements immediate corrective actions when necessary to address significant deviations from required practices and/or evidence of a systematic failure.
2. Prepares and submits accreditation applications; updates quality assurance documents; and conducts system and performance audits to ensure laboratory compliance with established quality assurance requirements and protocols set by State and Federal laboratory accreditation and other related programs.
3. Coordinates, implements, monitors, and evaluates proficiency testing programs to meet accreditation or program requirements.

4. Leads staff performing quality assurance activities in support of compliance functions. Provides quality assurance related technical expertise and guidance for special projects and activities.
5. Provides quality assurance related training, technical assistance, and recommends quality improvements and corrective actions.
6. Designs, implements, and evaluates quality assurance components of the Laboratory Information Management System, data integrity and security, and implementation of improvements to meet Federal and State standards and regulations.
7. Evaluates and interprets the use of new or modified analytical methods, instrumentation, and procedures to meet quality assurance requirements.
8. Performs data review and assessment to ensure conformance with quality assurance requirements.
9. Prepares technical reports; provides presentations to staff, member agencies, and other entities.
10. Assists in the budget preparation and reviews laboratory equipment specifications for recommended purchases.
11. Acts as Contract Administrator for quality assurance related contracts.
12. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
13. Performs other related Quality Assurance Officer job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and six years of relevant experience; or Master's degree from an accredited college or university in a related field and four years of relevant experience.

Required Knowledge of: Applicable federal, state and local laws, codes, and regulations; applicable laboratory standards, accreditation, functions, and chemical and microbiological tests; good laboratory and field monitoring practices; general water treatment principles; applicable water industry issues; project management; and current office technology and equipment.

Required Skills and Abilities to: Identify, analyze, and resolve quality assurance related issues; interpret and apply current regulations, quality system standards, analytical and field methods related to water quality; use laboratory information management systems; manage projects; make presentations; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; lead and train; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

Vision Requirements: No special vision requirements.