



JOB INFORMATION

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|--------------------------|---|
| <i>Job Code:</i> | 185043 |
| <i>Job Title:</i> | Quality Assurance Specialist |
| <i>FLSA Status:</i> | Non-Exempt |
| <i>Supervisory:</i> | May oversee student, temporary and/or casual workers. |
| <i>Job Family:</i> | Research - Laboratory |
| <i>Job Family Group:</i> | Research and Clinical Support |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Serves as primary auditor for an academic, clinical, research or administrative unit. Performs quality assurance reviews covering areas such as documentation, materials, supplies, processes, systems and services provided. Assists in development of training programs. May work with independent consultants or experts in regulatory affairs and related aspects of quality control to ensure the highest safety standards and practices are implemented.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> |
|------------|-------------|-------------------|-----------------------|
| X | | Bachelor's degree | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> |
|------------|-------------|------------------------|-------------------------|
| X | | 2 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| <i>Req</i> | <i>Pref</i> | <i>Functional Skills</i> |
|------------|-------------|--|
| X | | General working knowledge and proficiency in the areas of: documentation to comply with regulatory agency requirements and audit procedures. |
| X | | Demonstrated use of various computer software programs. |
| X | | Experience participating in quality assurance activities. |
| X | | Ability to advise on project procedures and analysis techniques. |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Conducts and implements the internal audit functions for an academic, clinical, research or administrative unit. Performs quality assurance reviews covering areas such as documentation, materials, supplies, testing, processes, systems and services provided. Determines and develops appropriate controls, procedures and documentation to ensure safety standards, practices and policies and procedures are in compliance with applicable laws, regulations, requirements and standards. | | | | |
| Identifies and assesses quality assurance problems and refers to management for action. Makes recommendations through detailed status reports. | | | | |
| Assists in the development of training programs including development and updating of training and procedural manuals. | | | | |
| Develops and maintains customer complaint program and other relevant programs as assigned. | | | | |
| Provides guidance, training and/or consultative services on quality assurance procedures; standards and their interpretation; and proper documentation to unit personnel and/or clients. May evaluate the performance of staff in the application and use of protocol, guidelines, policies and procedures and systems. | | | | |
| Reviews and analyzes records to verify and ensure that necessary policies and procedures have been followed and/or steps have been performed properly. | | | | |
| Develops, reviews and approves Standard Operating Procedures to ensure operations are in compliance with regulations and unit policies and procedures. Reviews documentation for completeness and accuracy. | | | | |
| Circulates new or revised Practices documents for review and approval. | | | | |
| Controls distribution of approved documents such as Standard Operating Procedures, production documents and specifications and Practice documents. | | | | |
| Assists in liaison with organizations, groups, or personnel such as regulatory agencies, vendors, customers, campus units, staff and/or faculty. | | | | |
| Establishes and maintains appropriate logs or databases of various conditions on a regular basis. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job

description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.