

State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. LABSCIAA84R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency AGRICULTURE AND RURAL DVLPMNT
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Laboratory Division
4. Civil Service Position Code Description Laboratory Scientist-A	10. Division Laboratory Division
5. Working Title (What the agency calls the position) Laboratory Scientist 12	11. Section Quality Assurance
6. Name and Position Code Description of Direct Supervisor Polaskey, Jordan; State Administrative Manager 15	12. Unit
7. Name and Position Code Description of Second Level Supervisor VanBuren, Craig; State Office Administrator 17	13. Work Location (City and Address)/Hours of Work Geagley Lab, 1615 S. Harrison, E. Lansing; Heffron Lab, 940 Venture Lane, Williamston / 8:00 - 5:00 Monday - Friday

14. General Summary of Function/Purpose of Position

The primary duty of this position will be that of the Quality Assurance Officer assigned to the Laboratory Division. Duties related to these **Sections** will include: scheduling and performing internal audits (vertical and horizontal) required for the section to maintain its accreditation, data pack review, preparing and providing ISO 17025:2005 training, proficiency testing results review, review of Quality Assurance Manual, participation in appropriate conference calls, participation in section Management Reviews, and various other section related QA duties. This position also serves as a member of the Quality Assurance team and assures the quality of data reported out of the laboratory (data pack review), works with sections within the Geagley Laboratory to obtain ISO 17025:2005 accreditation, performs duties required to maintain Federal grants and Federal funding, assists with process improvement, trains laboratory personnel on the requirements of ISO 17025:2005, aids program and laboratory staff in producing sampling and quality assurance plans, assist in the creation, expansion, and maintenance of quality programs at the Geagley Laboratory and other QA duties as assigned.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Quality Assurance duties required for the Pesticides Section to continue to maintain their ISO 17025:2005 accreditation.

Individual tasks related to the duty:

- Establishing an audit schedule for the Pesticides programs (including vertical and horizontal) and ensuring that the audits are completed according to the schedule
- Act as a consultant regarding ISO 17025:2005 requirements and assist in trouble shooting quality related problems
- Work with various staff on departures found during audits to ensure appropriate corrective actions are implemented and effective.
- Review the quantitative and qualitative data, including instrument methods, analysis, calculations and results to determine whether to accept or reject the information for all PDP data sets Corrective/Preventive action report review
- Corrective/Preventive Action Report
- Have knowledge of the section documents to formulate and revise quality procedures, policies and guidelines
- Review of section's Quality Manual as required for continued A2LA accreditation
- Participation in section conference calls as needed (such as ISO mentor/mentee calls)
- Ensuring that the section is ready for all A2LA requirements and assist the assessor during on site evaluations.
- Review of all section proficiency testing results
- Yearly ISO 17025:2005 training for all section staff
- Provide on-going training as situations arise to meet the requirement of the ISO Standard, ALAAC Standard and the accrediting body requirements
- Participation in yearly management review
- Generation of reports as required for appropriate federal programs
- Attend any meetings as required by federal grants in Pesticides
- Other duties as assigned

Duty 2

General Summary:

Percentage: 30

Quality Assurance duties required for the Microbiology Section to continue to maintain their ISO 17025:2005 accreditation.

Individual tasks related to the duty:

- Establishing an audit schedule for the microbiology programs (including vertical and horizontal) and ensuring that the audits are completed according to the schedule
- Act as a consultant regarding ISO 17025:2005 requirements and assist in trouble shooting quality related problems
- Work with various staff on departures found during audits to ensure appropriate corrective actions are implemented and effective.
- Data pack review
- Corrective/Preventive action report review
- Review of section's Quality Manual as required for continued A2LA accreditation
- Participation in section conference calls as needed (such as ISO mentor/mentee calls)
- Ensuring that the section is ready for all A2LA requirements and assist the assessor during on site evaluations.
- Review of all section proficiency testing results
- Yearly ISO 17025:2005 training for all section staff
- Provide on-going training as situations arise to meet the requirement of the ISO Standard, ALAAC Standard and the accrediting body requirements
- Participation in yearly management review
- Generation of reports as required for appropriate federal programs
- Attend any meetings as required by federal grants in Microbiology
- Other duties as assigned

Duty 3

General Summary:

Percentage: 15

Quality Assurance duties required by other Geagley sections - as needed to achieve or maintain ISO 17025:2005 accreditation.

Individual tasks related to the duty:

- Scheduling and performing internal audits (including vertical and horizontal) as needed.
- Work with various staff on departures found during audits to ensure appropriate corrective actions are implemented and effective.
- Data pack review as needed
- Corrective/Preventive action report review
- Review of section's Quality Manual as required for achieving or continued A2LA accreditation
- Review of section proficiency testing results as needed
- Participation in yearly management review as needed
- Provide ISO training as needed by lab sections
- Act as a consultant regarding ISO 17025:2005 requirements and assist in trouble shooting quality related problems
- Assist other QA staff with above shared duties as needed
- Other duties as assigned

Duty 4

General Summary:

Percentage: 15

Division related Quality Assurance activities.

Individual tasks related to the duty:

- Assist in management of laboratory grants (writing progress reports etc.)
- Assist with laboratory LIMS system quality duties.
- Assist in establishing, maintaining, and conducting an audit schedule for the Geagley manual and for Geagley Standard Operating Procedures.
- Attend appropriate training as required to remain proficient in Quality Assurance skills and expertise
- Attend personal/professional development training (civil service) or webinars as deemed appropriate
- Monitor Divisional CARs and PARs
- Monitor changes to the ISO 17025:2005 Standard and changes to A2LA requirements
- Keep sections informed of above changes as they occur
- Provide expertise to sections working toward accreditation
- Conduct Division wide quality training as needed
- Participate in discussions involving Division wide quality issues
- Assist with Process Improvement projects
- Act as the backup Divisional Safety Officer
- Other duties as assigned

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

This position makes decisions regarding what constitutes a departure during an audit. The consequences of a departure can vary but may include rejection of data, or recall of data, loss of accreditation, or loss of Federal funding. Any of these actions may result in a significant financial burden to the laboratory so the actions must not be taken lightly and performed only by trained and qualified individuals capable of making such determinations.

17. Describe the types of decisions that require the supervisor's review.

The recalling of data would require discussions by various QA, technical and upper management staff.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position requires working in a laboratory setting with hazardous chemicals and potentially infectious agents. The hazardous chemicals and agents are handled by the scientist being audited while the auditor observes the procedure. Good Laboratory Practices need to be observed during these audit procedures. Limited physical effort required, varying amounts of computer time experienced.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> N Complete and sign service ratings. | <input type="checkbox"/> N Assign work. |
| <input type="checkbox"/> N Provide formal written counseling. | <input type="checkbox"/> N Approve work. |
| <input type="checkbox"/> N Approve leave requests. | <input type="checkbox"/> N Review work. |
| <input type="checkbox"/> N Approve time and attendance. | <input type="checkbox"/> N Provide guidance on work methods. |
| <input type="checkbox"/> N Orally reprimand. | <input type="checkbox"/> N Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Responsible for quality training and quality review processes for the Pesticides and Microbiology Section. Assisting in oversight, direction and resources to Geagley Laboratory Quality Assurance procedures and activities. Maintenance of division wide Administrative, SOP and Quality Manuals. Review and audit the division's analytical programs Quality Systems. Make recommendations and assist in section activities to develop, maintain, and expand section specific ISO 17025 standards.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No change.

25. What is the function of the work area and how does this position fit into that function?

The Quality Assurance Section is responsible to assuring that the work provided by the Geagley Laboratory is of high quality and defensible. This position will include numerous responsibilities and duties directly related to this quality goal.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in chemistry, biochemistry, biology, microbiology, forensic science, or a related pure or applied science.

EXPERIENCE:

Laboratory Scientist 12

Three years of professional experience carrying out a variety of tests, analyses, or production and research activities involving chemical, biochemical and biological samples, specimens, and products equivalent to a Laboratory Scientist, including one year equivalent to a Laboratory Scientist P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

A working knowledge of statistics, Quality Assurance principles, ISO 17025, Good Laboratory Practices, molecular diagnostic and organic, bio and physical chemistry is required. Experience in chemical and microbiological work practices and safety requirements. Ability to evaluate and write policies and procedures for compliance with regulations and standards. Ability to maintain records, prepare reports and compose correspondence related to work. Ability to plan, direct and coordinate audit duties as needed. Good people skills necessary since work with all different types of personalities when auditing will be a big part of this position.

CERTIFICATES, LICENSES,
REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None.

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date