DA 281-2
Rev. 1-86

State of Kansas - Department of Administration
DIVISION OF PERSONNEL SERVICES

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

Agency Number

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name **Kansas Dept. Of Agriculture**	9. Position No.	10. Budget Program Number **046 / 68000**	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)	
3. Division **Laboratories**		12. Proposed Class Title **Laboratory Quality Assurance Manager**	
4. Section **Administration**	For	13. Allocation	
5. Unit	Use	14. Effective Date	Position Number
6. Location (address where employee works) City **Topeka** County **Shawnee**	By	15. By / Approved	
7. (circle appropriate time) **Full time** Perm. Inter. Part time **Temp.** %	Personnel	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: **8:00** **AM**/PM To: **5:00** AM/**PM**	Office	17. Audit Date: By: Date: By:	

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Audra K. Gile	**Laboratory Director**	**K0220511**

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Audra K. Gile	**Laboratory Director**	**K0220511**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) This employee is provided wide latitude and is expected to use significant independent judgment to complete tasks within the targeted time frames.
b) Instructions are received from KDA and guidelines are set forth by FDA, USDA, EPA, and the ISO 17025 accrediting body.
c) Instructions are given verbally and/or in writing by the supervisor.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1. . . . . 30%	**Develop (or enhance) and maintain the laboratory quality management system to meet ISO 17025 standards with the goal of accreditation. This includes creating, revising, and maintaining the laboratory quality manual; assisting lab sections in the preparation and periodic review of Standard Operating Procedures (SOPs); implementing and maintaining document control; and developing and implementing sample chain-of-custody procedures where needed.**
2. . . . . 20%	**Maintain records for implementing quality control practices. Establish and maintain a system for tracking control processes. Routinely plan, direct, and coordinate internal audits of laboratory processes for adherence to written laboratory SOPs. Monitor the performance of methods, instrumentation, and reagents used in the laboratory including maintaining instrument control charts, reagent expiration dates, method quality control, etc. Establish and maintain a program to monitor the effectiveness of corrective actions.**
3. . . . . 20%	**Act as the laboratory point of contact for FDA in matters regarding the Kansas ISO/IEC 17025:2005 Laboratory Accreditation for Manufactured Food Testing Project Plan grant. Develop and submit Accreditation Action Plans and quality-related documents to FDA as requested. Complete and submit quarterly reports regarding grant activities and progress to the appropriate FDA contacts by the submission deadlines.**
4. . . . . 15%	**Act as laboratory point of contact for the accrediting body. Schedule and represent the laboratory during external audits. Prepare and coordinate all responses to audit findings on behalf of the laboratory.**
5. . . . . 10%	**Schedule and attend ISO 17025 training through the accrediting body. Schedule and make arrangements for ISO 17025 training through the accrediting body for KDAL staff. Develop, schedule, and deliver quality assurance/quality control training for KDAL staff as needed. Anticipate and identify future organizational needs. Establish a system for documenting qualifications, experience, training and certification of staff.**
6. . . . . 5%	**Perform other duties as assigned.**

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title **Position Number**

N/A

23. Which statement best describes the results of error in action or decision of this employee?

( ) Minimal property damage, minor injury, minor disruption of the flow of work.
( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
(X) Major program failure, major property loss, or serious injury or incapacitation.
( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to obtain (or maintain) ISO 17025 accreditation could result in the loss of federal funding. Errors that compromise the quality system could invalidate analytical results creating ramifications for the regulatory business of the agency. Errors also have a negative impact on laboratory efficiency and credibility.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contacts are made with program staff regarding laboratory quality assurance, operations and results and other agency staff. Regular contact will be made with the ISO 17025 accrediting body and the U.S. Food and Drug Administration. Less frequent contacts are made with other state and federal agencies, the general public, stakeholders, and vendors.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Hazards and risks associated with the use of pathogens and toxic chemicals by co-workers are associated with this position.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily: Personal computer, printer, photocopier.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Graduation from an accredited college or university with a 4-year degree in a physical or biological science and 5-10 years of relevant laboratory experience beyond the degree. A combination of education and experience may be substituted as deemed relevant by the agency.

Education or Training - Special or professional

Training in laboratory quality assurance, particularly ISO 17025, would be helpful.

License, certificates and registrations

N/A

Special knowledge, skills and abilities

Knowledge of analytical procedures, instrumentation, and an understanding of microbiology and analytical chemistry. Knowledge of and ability to apply statistics to laboratory process control, including the use of means, standard deviations, confidence intervals, linear regression, hypothesis testing, and uncertainty estimation and analysis. Ability to collect, interpret and evaluate scientific data and prepare technical reports. Ability to evaluate proposed QA/QC practices against the requirements of ISO/IEC 17025:2005, established analytical standards and protocols, and program needs. Competency using computer word processing, spreadsheet programs, and database software. Strong organizational skills with the ability to competently and efficiently manage multiple tasks simultaneously to complete time-sensitive work. Excellent written and verbal communication skills and ability to conduct technical training of staff with varying educational backgrounds. Ability to function amicably, comfortably, and with initiative in a dynamic team environment and to achieve goals through cooperation with peers. Ability to effectively interact with people in a positive manner and inspire a strong desire amongst laboratory staff to take ownership of quality assurance practices. Ability to travel out of state for training and conferences (less than 10% annually).

Experience - Length in years and kind

5-10 years of experience working in a laboratory setting.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

N/A

Signature of Employee Date	Signature of Personnel Official Date

Approved:

Signature of Supervisor Date	Signature of Agency Head or Appointing Authority Date