

Position Title	Quality Assurance Specialist
Location and Hiring Agency	Office of the Chief Medical Examiner 401 E Street SW Washington, DC 20024
Salary or salary range	Pay Plan, Series & Grade: CS-1910-12 Salary Range: \$73,906- \$94,543 *Salary in this range will be based on applicable rules, regulations and guidelines.
Starting Date	TBD
Number of positions	1
Last day agency will accept applications	02/15/2019

Job duties

The Incumbent is primarily responsible for coordinating, planning, implementation and maintenance of the agency's accreditation strategy. Providing an annual Quality Improvement and Enhancement Plan, this includes a review of quality corrective actions, audits, monitoring activities and other prevalent quality assurance data. Incumbent will participate in the agency-wide quality corrective and preventative action programs to ensure auditing and monitoring of policies implemented due to non-conforming work practices are adequate and effectively address the root cause of the non-conformity. The Incumbent will also be required to establish appropriate deviation protocols for established procedures to manage the occurrence of unfamiliar situations or unusual circumstances/requirements. Observe and assess existing procedures for the purpose of identifying the risk of non-conforming work and recommending and/or developing preventative action plans to present to management.

Incumbent will conduct research and analysis, in consultation with Supervisor, to keep abreast of best practices in quality management in order to implement best practices and ensure agency-wide compliance with national and international standards, current regulations and laws, as well as establish and maintain compliance with policies and procedures for the quality management program.

As the Quality Assurance Specialist the incumbent will consult with and advise the Supervisor on matters related to funding requirements, project milestones, progress of assignments and potentially controversial issues.

Education:

High school diploma or GED, 1 year equivalent to at least next lower grade. Education: Bachelor degree in a major study such as business administration, information systems, statistics, mathematics, or a related field is desirable.

Experience: At least one year of specialized experience equivalent to the grade 11 level is required. Specialized experience is work that is directly related to the position that demonstrates a practical know of monitoring, controlling, or maintaining the quality of products or services in quality assurance, inspection ; analyzing quality data ; identifying inadequacies and corrective actions; or performing related quality assurance functions.

WORKING CONDITIONS/ENVIRONMENT

The work is mainly performed in a typical office setting and may occasionally perform work in the autopsy suite or laboratory.

PROMOTION POTENTIAL

None.

OTHER SIGNIFICANT FACTS

The incumbent in this position must have a valid driver's license and ability to drive.

This position may require a background and security clearance prior to appointment.

Contact person

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