



QUALITY ASSURANCE ANALYST

JC: TA110
PG: S08

BU: 04 (SEIU)
FLSA: Non-exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, assists the Manager of Quality Assurance in administrative and technical functions; assists in coordinating and monitoring quality assurance activities with other departments, outside vendors and contractors; assists in maintaining and administering quality-related programs such as calibration, budget, manual update, & technical reports; performs analytical studies; performs related work as assigned.

CLASS CHARACTERISTICS

This is a single position classification performing various analytical and coordinative duties related to handling daily operations of elements of the Quality Assurance program, assisting the division manager and supervisor, and preparing information for use in division management. This class is distinguished from the Quality Assurance Supervisor in that the latter has first line supervisory responsibility for quality assurance activities.

EXAMPLES OF DUTIES

1. Monitors quality assurance aspects of contract performance of specialized maintenance and modification activities.
2. Works with other division and department managers to coordinate provision of quality assurance support for their functions.
3. Evaluates effectiveness of quality assurance programs and recommends improvements.
4. Assists in establishing quality aspects of contract criteria and procedures.
5. Reviews contract proposals, assists in vendor evaluation and selection.
6. Assists in developing and maintaining car status records regarding special programs, quality assurance specifications, technical policies, and procedures.
7. Coordinates the District calibration program and repair of all tools and equipment.
8. Develops and maintains the calibration program utilization.

Quality Assurance Analyst

Page 2

9. Assists in developing and maintaining the calibration program budget, training program content and coordinates provision with the training division.
10. Researches and recommends replacements and substitutions for obsolete and unavailable tools and electronic test equipment.
11. Develops and sends equipment recall notices to all departments.
12. Assists in preparing the annual budget for the division; monitors monthly budget performance reports.

QUALIFICATIONS

Knowledge of:

- Principles, practices, standards, and procedures of quality assurance
- Procedures, standards and requirements for calibration and servicing of specialized testing and measurement equipment
- Principles and practices of budget preparation and monitoring, contract specification, bid selection and contract management
- Techniques and methods for quality program development and evaluation
- Codes and standards

Skill/Ability in:

- Assessing, planning, and coordinating special quality assurance support for other departments
- Assisting in developing special quality assurance training program content
- Assisting in preparing and monitoring division budget documentation
- Preparing clear and concise reports, correspondence, and technical documents
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Assisting in monitoring and evaluating quality assurance elements of contract modification and maintenance projects
- Reading and interpreting engineering plans, drawings, specifications, standards and procedures

A typical way of gaining the knowledge and skills outlined above is:

MINIMUM QUALIFICATIONS:

Education

Equivalent to completion of high school.

Experience

Two years of journey level experience in quality assurance inspection of transit vehicle and wayside-related maintenance and modification projects. Additional technical training in quality assurance is desirable.

Quality Assurance Analyst

Page 3

Substitution

None

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

WORKING CONDITIONS

Environmental Conditions

Physical Conditions

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No

CLASSIFICATION HISTORY

Created: April 1998

Revised: