

# QUALITY ASSURANCE SPECIALIST

## JOB DESCRIPTION

Job Title: Quality Assurance (QA) Specialist

Reports To: Quality Assurance Manager

### Training and Experience Required:

#### Education and Experience:

BS or BA degree from an accredited college/university or equivalent combination of academic training and experience. A minimum of three years QA or related experience with a background in QA investigations, report preparation, systems analysis, formal briefing presentations and multitask management. Demonstrated capability to organize and lead small groups and to exercise sound and impartial judgment. Must possess strong decision-making skills. Ability to provide administrative oversight of programs, assume leadership responsibilities for assessment team activities and interact and coordinate with multiple organizations, including federal counterparts.

#### Other:

Must have a background that would not preclude a security clearance being granted. Knowledge of the Nevada National Security Site and Department of Energy/National Nuclear Security Administration (NNSA) operational and physical security, as well as knowledge of DOE organizational functions and processes is preferred. Previous DOE Protective Force or military experience preferred. Strong verbal and writing skills and proficiency in all Microsoft Office Suite programs required. Exceptional interpersonal relations skills preferred.

### Summary and Purpose of Job:

Conduct Safeguards and Security (S&S) Self-assessments for Longenecker & Associates. Responsible for assisting the Quality Assurance Manager to develop and implement QA programs to ensure compliance with DOE, NNSA and SOC Team directives. Assists in the administration of the Quality Assurance Program (QAP) and the SOC Team Integrated Safeguards and Security Management (ISSM) Program. Recommends policy and procedural improvements and writes documents to implement programs. Ensures work is executed in accordance with Integrated Safety Management System (ISMS) functions and principles. Otherwise acts as directed.

### Specific Duties of the Quality Assurance Specialist:

- Conduct Self Assessments for the SOC Team.
- Review policies and procedures and develop plans to bring the SOC Team into compliance where applicable.
- Identify and plan for new or changing program requirements. Prior to conducting S&S Self-assessments review contract requirement documents to aid in identifying requirements and lines of inquiry.

- Review and analyze existing security plans and systems, evaluate security concepts for new areas or facilities, and identify and validate the effectiveness of newly installed equipment.
- Review Inspector General and other DOE level reports, including NFO Observation Activity Assessment Reports and Irregularity Reports, for collateral information to enhance the Self-assessment Program.
- Assist in developing an annual assessment schedule to include Self-assessments from each SOC Directorate
- Coordinate with NSO/AMSS staff on Self-assessments as required.
- Ensure results from reports are entered in the corrective action database and are tracked until closed.
- Alternate project coordinator for the SOC Team Issues Management Program.
- Plan and conduct annual SOC Team Self-assessments and write consolidated team reports on the results. Coordinate assessment visit requirements with SOC Team representatives.
- Lead and conduct independent assessments using techniques prescribed for Lead Assessor or Assessor in accordance with ISO 9001-2015.
- Identify/recommend corrective actions required for identified deficiencies and conduct follow-up activities to ensure adequacy of implementation. Identify/recommend improvement opportunities.
- Assist the QA Manager with the development and implementation of the QA program to ensure compliance with DOE, NNSA and SOC Team Procedures.
- Coordinate QA Activities with SOC Team supervisors and employees.
- Assist in developing/updating Company policies and procedures dealing with quality activities.
- Assist with writing, coordinating, and maintaining the QA Program in accordance with ISO 9001-2015
- Prepare appropriate implementation documents for the QA programs.
- Assist in the administration of the Quality Assurance Program (QAP) and the SOC Team Integrated Safeguards and Security Management (ISSM) Program.
- Implement and administer all elements of the Process Improvement Program.
- Implement the SOC Team Suggestion Program.
- Recommends policy and procedural improvements and writes documents to implement programs.

- Assist in the development and maintenance of applicable Longenecker & Associates Procedures for the Mission Assurance Directorate and in developing/updating SOC Team policies and procedures affecting quality assurance activities.
- Ensures that work is executed in accordance with ISSM Functions and Guiding Principles.

Otherwise acts as directed.