Quality Analyst

Develop and implement program quality plans, programs and procedures using statistical quality control statistics, lean manufacturing concepts and six-sigma tools and analyses. Ensures that performance and quality products conform to established company and regulatory standards. Reviews, analyzes and reports on quality discrepancies related to assembly, process, mechanical, electrical and electro-mechanical systems. Investigates problems and develops disposition and corrective actions for recurring discrepancies. Interfaces with manufacturing, engineering, customer, vendor and subcontractor representatives to ensure requirements are met. Recommends corrective actions, dispositions and modifications.

	Level 1	Level 2	Level 3	Level 4	Level 5
	Quality Analyst I	**Quality Analyst II**	**Quality Analyst III**	**Sr. Quality Analyst**	**Quality Manager**
Knowledge	Limited use and/or application of basic principles, theories and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts and principles. Basic knowledge of Quality Engineering and Reliability, Electronics and Mechanics and Test, Inspection and familiarity with statistical techniques and principles. Knowledge of applicable MIL Specifications is desirable. Good communication and writing skills are mandatory. Computer skills are required to utilize Microsoft software. General knowledge of Software Quality Program.	Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.	Contributes to the development of new concepts, techniques and standards. Considered an expert in the field within the organization. In-depth experience in Reliability/Maintainability predictions techniques. A working knowledge of applicable MIL-SPECS, including quality, reliability, statistical techniques and principles; operational planning and budgeting. Basic knowledge of manufacturing technologies.	Develops advanced concepts, techniques, and standards. Develops new applications based on professional principles and theories. Viewed as expert in field within the corporation. In-depth experience in Reliability/Maintainability predictions techniques. A working knowledge of applicable MIL-SPECS, including quality, reliability, statistical techniques and principles; operational planning and budgeting. Basic knowledge of manufacturing technologies.
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.	Develops solutions to a variety of complex problems. May refer to established precedents and policies.	Develops solutions to complex problems that require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	Develops solutions to problems of unusual complexity which require a high degree of ingenuity, creativity, and innovativeness. Challenges are frequently unique and solutions may serve as precedent for future decisions.
Discretion/Latitude	Work is closely supervised. Follows specific detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.	Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.	Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.	Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.	Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.	Decisions affect the financial, employee or public relations posture of the organization. Erroneous decisions or recommendations would normally result in failure to achieve goals critical to the major objectives of the organization.

	Level 1	Level 2	Level 3	Level 4	Level 5
	Quality Analyst I	**Quality Analyst II**	**Quality Analyst III**	**Sr. Quality Analyst**	**Quality Manager**
Liaison	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects. Internal: Direct dealings with representatives of other departments. External: Minimum dealings with technical representatives of subcontractors or customers.	Represents the organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.	Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans and objectives. Extensive internal contact with various groups and departments. Continuous contact with customer quality and technical representatives, as well as subcontractors and suppliers.	Serves as prime consultant and external spokesperson for the organization on highly significant matters relating to policies, programs, capabilities, and long-range goals and objectives. Extensive internal contact with various groups and departments. Continuous contact with customer quality and technical representatives, as well as subcontractors and suppliers.

	Level 1	Level 2	Level 3	Level 4	Level 5
	Quality Analyst I	**Quality Analyst II**	**Quality Analyst III**	**Sr. Quality Analyst**	**Quality Manager**
Work Products (Examples my include but are not limited to)	Assists in the evaluation of designs, products and processes to establish and maintain Quality and Reliability standards. Performs Product Assurance/QA functions in a program team environment. Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications.	Assists in the evaluation of designs, products and processes to establish and maintain Quality and Reliability standards. Performs Product Assurance/QA functions in a program team environment. Assists in Contract Reviews and the evaluation of designs of simple to moderately complex equipment. Supports design reviews and approvals. Supports Engineering Change Boards and Material Review Boards as required. Assists in supplier document reviews and approvals and processing of Deviation/Waiver requests for review and approvals. Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications.	Establishes requirements for investigating, monitoring and controlling efforts of assigned personnel to complete program activities within budget and schedule. Prepares reports of technical status of work in progress; assists in the preparation of new proposals. Coordinates and participates in the control of budget and reduction of costs. Performs evaluation of highly complex equipment. Directs quality program activities and personnel in the performance of Product Assurance functional requirements. Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications.	Assists in the evaluation of designs, products and processes to establish and maintain Quality and Reliability standards. Performs Product Assurance/QA functions in a program team environment. Reviews and approves Supplier Quality Control plans as required by specific programs; assures the proper implementation of Supplier Quality Assurance activities. Coordinates all quality inputs to design reviews and trade-off studies. Evaluates and approves final designs with qualification and reliability demonstration of the equipment. Provides technical direction and coordinates work activities of other Product Assurance personnel; schedules assigned tasks and reports on status of completion. Prepares schedules and estimates of Product Assurance activities to achieve budget and schedule commitments. Initiates programs to improve the quality of manufacturing operations and reduce the overall cost of quality in the manufacturing area. Interprets technical literature, specifications, standards and similar documents to assess applicability to contractual requirements. Establishes and maintains effective liaison with customers, subcontractors, suppliers, DPRO and representatives of other departments to achieve project objectives. Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications.	Assists in the evaluation of designs, products and processes to establish and maintain Quality and Reliability standards. Performs Product Assurance/QA functions in a program team environment. Quality System Databases and Software Applications; i.e., TIPQA and FRACAS. Microsoft Applications.
Minimum Education and Experience	1+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering.	3+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering. 3+ years of experience in Quality Control and Reliability or an ASQC Certification and 6 years of experience in a related fields.	6+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering.	10+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering.	15+ years of directly related experience with a Bachelor's Degree in Electrical or Mechanical Engineering.