

Title: Job Descriptions

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Reference: BTGA-SP17: Human Resources Procedures (Position Descriptions, Titles, Hiring, Personnel Documentation)

<u>Rev. No.</u>	<u>Effective Date</u>	<u>Revision Summary</u>
1.	06-14-94	First Version
2.	09-30-98	Convert to LWP format
3.	06-10-02	Added Towers Compensation Survey to reference section. Sec. 3.0: Added work experience equivalent to education statement. Sec 3.2: Removed "non-technical nature" statement. Sec. 3.10: Revised requisition approval amount, removed dry boards. Sec. 3.7: Minor word changes.
4.	08-08-03	Deleted reference to Towers Compensation Survey throughout. Sec.'s 3.1, 3.7, 3.14: Changed reporting structure. Omitted Log-In Supervisor and Organics/Inorganics Manager. Changed requirement for Safety Officer. Added Client Services Manager.
5.	<del>JUL 29 2008</del> AUG 04 2008	Changes throughout to reflect Bodycote organizational structure. Reference to BTG SOP added.

Prepared by

Date

Technical Review

Date

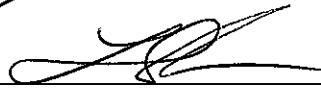


07.31.08



8-4-08

QA Approval/Date:

 08/04/08

## 1.0 SUMMARY

Below are general descriptions of the duties, responsibilities, and training required for various employment positions. These positions correlate with BTGA titles as shown in Table 1. Job responsibilities should be considered cumulative, e.g. a Department Manager has the responsibilities of subordinate positions as well as those particular to their position. As needed, personnel may also be assigned specific duties which have not been listed here but which are consistent with their education, experience and/or training.

## 2.0 RESPONSIBLE PERSONS

The General Manager is responsible for this SOP.

## 3.0 JOB DESCRIPTIONS

Where educational requirements are stated, twice the work experience in the associated field may suffice. For example, 8 years of experience in an analytical chemistry lab may satisfy the requirement for a 4 year B.S. degree.

### 3.1 Administrative Assistant

High School education required but no specific training required. Entry level position to assist others in the laboratory performing non-technical tasks under close supervision or to work in Log-in. Reports to Department Manager.

### 3.2 Technician

High School education required but no specific training required. Entry level position to assist others and to be trained to perform routine tasks. Reports to either a chemist, Department Manager, Technical Director, or General Manager.

### 3.3 Chemist

B.S. in a scientific discipline, preferably chemistry, with 0-2 years experience. In training to perform routine tasks, may perform routine equipment maintenance, prepares data packages for review, notifies supervisor of Out-of-Control situations. Reports to, and is closely supervised by an Analyst or Department Manager.

### 3.4 Analytical Chemist

B.S. plus two years direct experience. Trained to perform routine tests, helps evaluate new tests, helps write SOP's, performs initial investigations of Out-of-Specification results, performs routine maintenance, prepares and reviews data packages, requisitions routine supplies. May supervise a Technician or Chemist. Reports to Department Manager, General Manager, or Technical Director.

#### 3.4.1 Senior Chemist

B.S. and five years direct experience. Trained to perform and supervise a variety of routine and some non-routine tasks, evaluates and develops new tests, writes SOP's, performs non-routine instrument repair, prepares and reviews data packages, writes case/data package narratives, calls clients with results or resolution of problems, approves investigations of Out-of-Specification results, may be assigned to sign final reports, helps train others, requisitions routine and non-routine supplies and equipment. Reports to Department Manager, General Manager, or Technical Director.

#### 3.4.2 Senior Staff Chemist

B.S. and 10 years experience. Performs routine and non-routine tasks, develops new tests and SOP's, performs difficult instrument repairs, prepares and reviews data packages and narratives, works with clients on problems, trains others, requisitions non-routine supplies and equipment. Reports to Department Manager, General Manager, or Technical Director.

### 3.5 Technologist

#### 3.5.1 IT/IS Technologist

B.S. in a scientific discipline. Responsible for maintaining hardware and software used by the company to include the Novell Network, Visual FoxPro Job Tracking, spreadsheet and word processing software, printers and workstations. Responsible for maintaining network backups and SOP's associated with the computers and network. May work on software development projects. Trains employees on computer operations and provides technical support. Reports to a Department Manager or the General Manager.

#### 3.5.2 Facilities Technologist

Five years experience in routine facilities support including HVAC, minor electrical/cable, pest control, plumbing (water and gas), project management, and any other facility requirements.

### 3.6 Coordinator

#### 3.6.1 QA Coordinator

Sr. Chemist or above who maintains QA data bases, prepares and reviews QA statistics, performs periodic audits of data packages, may work with clients and Managers to develop project QA plans, helps to train analysts in QA, assists the Technical Director and QA Officer in maintaining SOP's, and helps maintain the QA Manual. Reports to QA Officer.

#### 3.6.2 Health and Safety Coordinator

Sr. Chemist or above who assists chemists in safely handling chemicals and other hazards, conducts safety meetings and other safety training, and assists in maintaining the Safety Manual. Reports to the General Manager.

### 3.8 Supervisor

B.S. and two years direct experience. Trained to perform and supervise a variety of routine and some non-routine tasks, evaluates and develops new tests, writes SOP's, performs non-routine instrument repair, prepares and reviews data packages, helps train others. Reports to Department Manager.

### 3.9 Department Manager

#### 3.9.1 Client Services Manager

B.S in a business or scientific discipline with 10 years lab management experience. Responsible for sample receiving, sample control, hazardous waste, client calls and literature. Reports to General Manager.

#### 3.9.2 Group Leader

Sr. Chemist or above who is additionally responsible for all SOP's for their group; ensures that the analysts have read, understood, and signed-off on SOP's, and that analysts have the training, information, and resources to perform their assignments; assigns tasks and schedules to those in group; enforces safety and QA policies in group; maintains equipment and calls contractor for repairs when needed; maintains outstanding job lists and attends staff meetings to assess turnaround times; reviews and signs data packages; reviews instrument and maintenance logs; approves the use of Out-of-Warning Limits data; approves overtime and time-off requests; works with managers and directors to meet project schedules and goals; administrates personnel policies within group, and conducts semiannual performance and salary reviews for group; approves

requisitions of supplies up to \$1000. Reports to General Manager or Technical Director.

#### 3.9.4 Project Manager

Two years experience in the analytical chemistry industry who organizes and directs work on projects through other managers and Group Leaders, handles client inquiries and problems, prepares proposals and bids, develops and markets services through presentations and visits to clients, phones/FAX results to clients. Reports to Client Services Manager or General Manager.

#### 3.9.5 Study Director

Sr. Chemist or above who is assigned projects which must comply with Good Laboratory Practices (GLP). Responsible for overall study from a technical standpoint including conducting the study according to protocol, interpreting the results, documenting and verifying results, obtaining approval of protocol changes, selecting corrective action, compliance of study with GLP, and archival of all raw data, documentation, protocol, specimens, and reports at the close of the study. Reports to Technical Director.

#### 3.9.6 QA Officer

Sr. Staff Chemist responsible for setting and monitoring QA policies for the entire lab, maintains the QA Manual, develops QA project plans, works with other managers to train personnel, closes complaint and Out-of-Specification investigations, supports sales and marketing, assists the Technical Director in maintaining the SOP's, heads the Quality Assurance Unit for GLP projects. Reports to General Manager and Corporate Compliance Officer.

#### 3.9.7 Technical Director

Sr. Staff Chemist who has a working knowledge of all technical aspects of the laboratory, responsible for the quality of data, SOP's for laboratory operations, and technical training of personnel; conducts performance and salary reviews of Managers with General Manager, approves use of Out-of-Control Limits data, closes complaint and Out-of-Specification investigations, keeps the lab current on technical issues, evaluates and develops new tests, conducts training classes, prepares technical presentations and papers, first signature on reports (unless not available), knowledgeable in all methods required by regulations. Reports to General Manager.

### 3.9.8 Office Manager

B.S. degree and 10 years experience in the industry. Responsible for administration of the accounts receivable and payable, purchasing, capital expenditures, and human resources.

### 3.9 Executive Management - General Manager

Sr. Chemist or above who is responsible for scheduling and administration of the entire laboratory, may be final approval of time off and overtime, conducts performance and salary reviews of Group Leaders, works with corporate on developing and implementing personnel policies, supports marketing and sales personnel, helps prepare proposals and bids, conducts training, approves vendors, recommends equipment purchases, approves requisitions up to \$10,000, maintains Operational SOP's. In conjunction with the QA Officer, is responsible for quality of the services, closes complaint investigations, maintains certifications and accreditations, and maintains the QA Manual. Is responsible for profitability of the business, marketing, and short and long term planning; prepares large bids and proposals; Reports to the Executive Vice-President of the Health Services and Analytical Division of BTG.

## 4.0 SIGNATURES

There is no signature page for this SOP. No documentation of training is required.

Table 1. Correlation of BTGA Titles and Job Function

BTG <u>Position</u>	BTG <u>Functional Title</u>
Administrative Assistant	Receptionist Administrative Assistant QA Assistant Quotation Administrator
Technician	Log-in Clerk Sample Prep Technician
Technologist	Facilities Technologist IT/IS Support
Chemist	Prep Chemist Chemist
Coordinator	QA Coordinator IT/IS Coordinator Safety Coordinator
Supervisor	Sample Receiving Supervisor Prep Supervisor Section Leader Asst. Group Leader
Analyst	Senior Chemist Senior Staff Chemist
Department Manager	Organics Group Leader Inorganics Group Leader IC/LC Group Leader Wet Chemistry Group Leader QA Officer Office Manager Technical Director Project Manager Client Services Rep. Study Director
Executive Management	General Manager