

APRIL CHAIR MESSAGE

Hello and welcome to Spring! Or is it? For the sports fans amongst us, the end of football (and it ended well for the home team!) and the beginning of baseball are indicators that Spring can't be too far away. Those of us whom have lived in the Colorado Front Range for years have learned, however, that the kind of weather we have recently experienced can be a real teaser. We think Spring is upon us and then we get hit with 12 inches of snow.

The quality profession can seem to be that way at times. Things can be rosy or even improving – defects seem to be declining, the total cost of quality seems to be on a downward trend, the boss seems to be happy – and then, wham!, a major quality-related crisis occurs. Just like dealing with the weather (which we have no influence over), dealing with quality issues requires a steady hand. Much like a control chart, quality management can't over or under-react to the peaks and valleys in the way quality is measured. We, as quality professionals, need to be proactive as much as possible.

This same approach can apply to our professional certifications - we need to keep them in front of us and not let them get too far away. If you aren't aware, getting or staying certified to one or more of the many wonderful certifications ASQ has to offer is one of the many services the section offers. ASQ certifications can help you in your job and in your career. If you are interested in getting certified, contact Nixion Mead at nixionmead@q.com or at (720) 320-6395. If you want to stay certified, contact Gerry Naugle at gnaugle@earthlink.net or at (303) 591-2830. Do not hesitate to contact either Nixion or Gerry. As I've said before, quality professionals love to help. Keep having fun and stay the course!

Yours in quality,
Dan Clark

ASQ's Members and Customer Service Center:

E-MAIL: help@asq.org

PHONE: 800-248-1946

FAX: 414-272-1734

USPS ASQ Communications

MAIL: 600 N. Plankinton Ave.

P.O. Box 3005

Milwaukee, WI 53201-3005

We suggest that you go to the ASQ National website at: www.asq.org for complete ASQ national news, regional event(s) links, books, courses, yearly certification testing, re-certifications, conferences, ASQ Divisions and on-line membership forms, including member upgrades and what is needed to update your own member profile. And, while you are on the internet, be sure to visit the ASQ Boulder Section website at: <http://asqBoulder.org>

ASQ National News

April Member Gift Bundle: Systemic Process Improvement

There has been renewed interest in the methodology known as the theory of constraints (TOC). This is advanced methodology which can be combined with other powerful approaches to business processes including lean and Six Sigma to improve everything from physical processes to entire supply chains.

Be sure to log-in to your member account at www.asq.org and claim your April member gift

ASQ #1313 Officers & Committee Chairs 2016

ASQ Section 1313		Boulder, CO	
Title: Chair Name: Dan Clark Phone: 720-326-8240 dpclark@live.com	Title: Vice Chair Name: (open) Phone:	Title: Secretary Name: Mark Norby Phone: 303-884-4783 mnorby@indra.com	Title: Treasurer Name: John Beachman Phone: 720-313-2746 jbeach303@gmail.com
Title: Re-Certification Name: Gerry Naugle Phone: 303-591-2830 gnaugle@earthlink.net	Title: Internet & Website Name: Arnold Miller Phone: 303-466-2631 arnold.miller0@gmail.com	Title: Publicity and VOC Name: Byron Murray byron.murray@yahoo.com	Title: Education Chair Name: Joe Wojniak Phone: 970-619-9395 Joe.wojniak@gmail.com
Title: Financial Auditing Name: Ewald Schelert Phone: 303-702-9009 schelert@mesanetworks.net	Title: Past Chair Name: Joe Wojniak Phone: 970-619-9395 Joe.wojniak@gmail.com	Title: Newsletter Co-Editor Name: Gerry Naugle Phone: 303-591-2830 gnaugle@earthlink.net	Title: Newsletter Co-Editor Name: Bill Dunford Phone: 720-340-0454 billdunford@hotmail.com
Title: Certification Name: Nixion Mead Phone: 720-320-6395 nixionmead@q.com			

Contents

#1313 Upcoming Meeting Information	Page 3
ASQ National & Boulder Section News	Page 4
Re-cert Journal Information	Page 4
Quality Press	Page 5
Boulder Section Course Offerings	Page 6
Section Course Registration Form	Page 7
Non-ASQ Section Training Offerings	Page 8
Quality Related Careers Job Postings	Pages 9 - 17
RMPEX Events and Updates	Page 18

Online Content Exclusively for Members:

Member Gift Bundles: Check at the ASQ Website

April 2016 Member Gift Bundle: Systemic Process Improvement

- A Basic Overview of the Theory of Constraints (Summary)
- How to Compare Six Sigma, Lean and the Theory of Constraints (Cheat Sheet)
- Intro to TOC from The Logical Thinking Process (eBook)
- Profitability With No Boundaries: TOC, Lean, and Six Sigma (TLS) (eBook)

Download your gift today



Lean & Six Sigma Blended Learning

Take Your Company Further

Whether you are starting or moving ahead with your **Lean Process Improvements**, our blended learning will be valuable to your improvement processes. Our eLearning courses will provide you with online modules that will blend with classroom instructor training. **Here are some benefits of our Blended Learning Options:**

24/7 email/phone assistance by one of our certified Master Black Belts Onsite training at any location
 Customized training for specific industries. With over 100 modules available, we can customize your course to meet your organization's specific needs including Lean modules that are available in Spanish. Here is a sample of some popular standard courses:

- Lean Essentials*
- Lean Essentials Healthcare*
- Lean Six Sigma Yellow Belt*
- Lean Six Sigma Green Belt*
- Lean Six Sigma Black Belt*
- Project Management*

Online
Blended Training

Lean and Six Sigma

**Lean Six Sigma Experts-LSSE 3609 Wadsworth Blvd. #380 Lakewood, CO 80235
 (800) 961-9479**

Upcoming April ASQ Boulder Section Meeting

Thurs, April 28th at the Frasier Meadows Facility at: 350 Ponca Place Boulder, CO 80303 Fifth Floor Conference Room (Skylight Room)

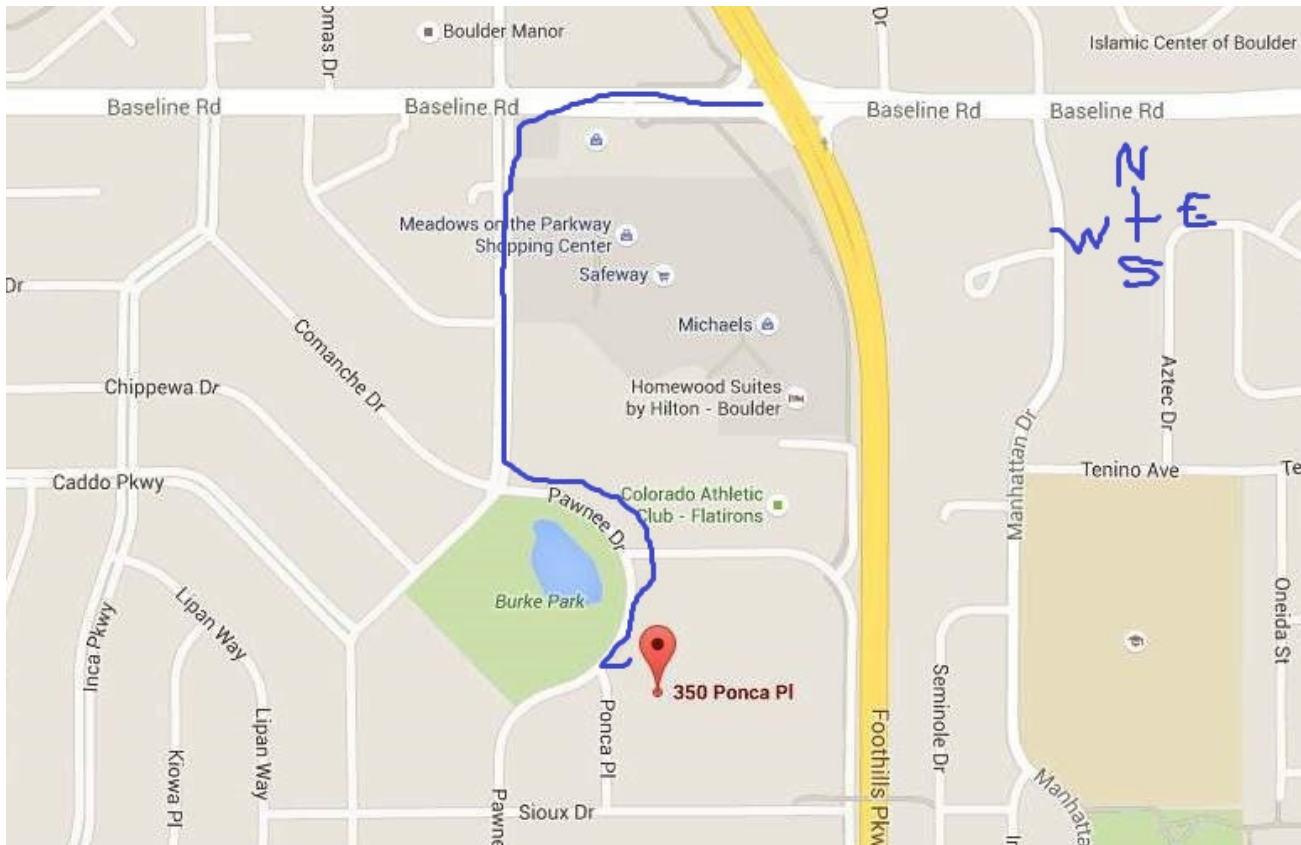
Presenter is: Dr. Peter Hersh, SAS Institute, Denver on: *Using SPC to Reduce Variation in an Ethanol Plant*

Use our section's "Meet-up Link" <http://www.meetup.com/Boulder-Quality-Meetup/> to sign up for the meeting and see abstract and PPT slides. Cost: Free Time: 5:15pm to 7:30pm

5:15pm We suggest to arrive 15 minutes early to sign-in **5:30pm** Snack-Food and Networking

6:05pm Welcome to section and announcements **6:15pm** Presentation **7:30pm** Meeting over

*Frasier Meadows is where the **Red A** in the map below. Parking is ample to the south of the front main doors. Go in the doors, please sign into the building at the book on small desk just inside the doors. Veer right past the main desk, go 70 feet east of main desk to elevator, take that elevator to 5th floor, and it opens into the conference room. In this map, the street going south from **Baseline Rd to Frasier** is **Mohawk Drive, and turn left on Pawnee Dr** at the big ship-anchor of USN Admiral Arleigh Burke's Park. Follow Pawnee Dr around the park to Ponca Pl. (you can't miss Frasier).*



RMPEX Rocky Mountain Performance Excellence Program (*which is also the Colorado State Quality and Business Performance Program*). Please see articles starting on page 17 for most recent information of RMPEX activities and events. The Boulder ASQ Section is an active sponsor of the RMPEX Organization. <http://rmpex.org/>

RMRAS Rocky Mountain Regulatory Affairs Society <http://rmras.org/> RMRAS is the premier local professional society in the Denver-front range area for individuals involved in medical devices or the pharmaceutical industries. Membership is free of charge. And our societies' recertification units (RUs) are reciprocal and interchangeable.

ASQ National – and – Local ASQ Section News

ASQ Boulder Section is seeking a Section Vice-Chair volunteer(s) in 2016. An opportunity to perform important ASQ volunteer work, and receive 1.5 RU's per year in return for your assistance.

Contact Section Chair Dan Clark, at: (720) 326-8240 Thanks!

BOULDER SECTION CORRESPONDENCE ADDRESS

ASQ Boulder Section
P.O. Box 3783
Boulder, CO 80307

The section website for much information and resources' links' is: <http://asqBoulder.org>

Updates to ASQ Re-cert Journal & Cost-Increase for 2016

There are changes to the recertification journal categories, including more opportunities for RU credits, and categories have been better defined to make recertifying easier. The 18 RU credit amount each three years remains the same. The new journal can be downloaded and printed directly from the main ASQ National website at: www.asq.org using "Certification" / then the / Re-certification Link" or call ASQ Customer Care at: **1-800-248-1946** and request item **B0525**

The re-certification costs have recently increased due to higher costs to administer the program. Recertification by journal for members is now **\$69 for one certification** (or) **\$89 for two or more certifications** (e.g., if you get re-certified for two, three or more areas, you still only pay \$89).

Anyone starting a re-certification journal through ASQ Boulder Section is *strongly urged* to send an e-mail **before you start** to the Re-cert Chair, Gerry Naugle at: gnaugle@earthlink.net. Abstract: there are deployed and effectively implemented policies & procedures which can save you some time, effort and much USPS postage.

Boulder Section's Current ASQ Fellows

Tripp Martin – Retired
International Auto Oversight Bureau
(248) 535-5670
trippm1@earthlink.net

Edward Arling
Quality Compliance Assoc.
(303) 579-9443
edward.arling@gmail.com

Liz Keim, ASQ Past-Pres.& Board Chair
Integrated Quality Resources, LLC
(303) 541-9127
liz.keim@comcast.net

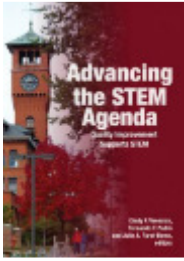
Advertise in the ASQ Boulder Section e-newsletter in 2016-17!

Effectively get your company (or) organization's information out in front of Boulder, Broomfield and Denver Counties QA Professionals.

<u>Number of Issues</u>	<u>¼ Page</u>	<u>½ Page</u>
One Issue (month)	\$20	\$30
Eight Issues (year)	\$50	\$80

Interested? Contact Gerry Naugle at: gnaugle@earthlink.net (or) 303-591-2830

ASQ Quality Press books can be ordered online, or for special pricing on orders of 10 or more call ASQ Customer Care / Quality Press Bookstore at: 800-248-1946.

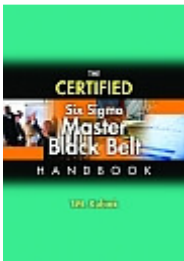


New Book!

Quality Improvement Supports STEM

Cindy P. Veenstra, Fernando F. Padró, and Julie A. Furst-Bowe

In July 2011, the ASQ Education Division held its first STEM Agenda Conference. This publication is a selection of the conference papers and workshops from the conference, with the theme Advancing the STEM Agenda in Education, the Workplace, and Society. The book highlights STEM education as a grassroots effort by many educators to ultimately prepare graduates for the 21st century workforce.



New certification preparation book from ASQ Quality Press

The Certified Six Sigma Master Black Belt Handbook

This book reflects the most current thinking among Six Sigma leaders who came together to create the ASQ Master Black Belt Body of Knowledge (BoK).

The primary audience for this book is the individual who plans to prepare to sit for the Six Sigma Master Black Belt certification examination. The book is great for quick reference and ease of use because the chapter and section numbering exactly mirrors that of the Master Black Belt BoK



Best Practice in Team Excellence

J.P. Russell, editing director

This book explains the Team Excellence Framework (TEF) and how to leverage it to ensure the success of your improvement teams. This framework has a long-standing track record of providing the means by which teams can produce highly successful outcomes for their organizations.

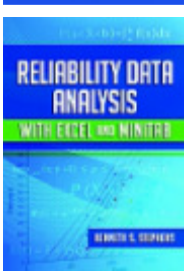


Bestseller!

The Certified Quality Engineer Handbook, Third Edition

Connie M. Borrer, editor

This third edition provides the quality professional with an updated resource that exactly follows ASQ's Certified Quality Engineer (CQE) Body of Knowledge.



Reliability Data Analysis with Excel and Minitab

Kenneth S. Stephens

When a product has been designed and manufactured, its performance in terms of durability, strength, and life become a matter of test, measurement, and analysis. This book helps you understand the outcomes of the reliability tests and translate that into real-world data that can improve products. Excel and Minitab spreadsheets are included for all sample data sets.

ASQ BOULDER SECTION #1313 COURSE DESCRIPTIONS

INSTRUCTORS & COURSE DESCRIPTIONS: A list of instructor biographies and course descriptions can be found on the ASQ Boulder Section web site, <http://asqBoulder.org>

COURSES LOCATIONS: Contact the ASQ Boulder Education Chair, Joe Wojniak, (970) 619-9395 to see if the class you want can be made available in the Denver-North Loveland or Ft. Collins area.

2016 ASQ Boulder Section Course Offerings

Updated 06March2016

Course Name	Instructor	Course Fee ^{(1) (2)}	Exam Date ⁽³⁾	ASQ Exam Application Deadline	Course Dates & Times	Course Registration Deadline
1301 - Certified Quality Engineer (CQE) Review	Monrad Monsen 303-272-9612 Location: Contact Instructor	\$400 members / \$450 others	6/4/2016	4/15/2016	TBD	TBD
1305 - Certified Software Quality Engineer (CSQE) Review	Arnold Miller 303-466-2631 Location: TBD	\$400 members / \$450 others	6/4/2016	4/15/2016	TBD	TBD
1322 - ASQ Exam BoK: Quality Concepts, Management and Leadership	Ron Sedlock 303-716-5873 or 303-587-9153 Location: TBD	\$270 per student + \$25 material = \$295 Total	10/1/2016	8/12/2016	TBD	TBD
1323 - ASQ Exam BoK: Statistical Principles, Techniques and Applications	Ron Sedlock 303-716-5873 or 303-587-9153 Location: TBD	\$270 per student + \$25 material = \$295 Total	10/1/2016	8/12/2016	TBD	TBD
1324 - ASQ CQE Book of Knowledge (Bok) Review	Ron Sedlock 303-716-5873 or 303-587-9153 Location: TBD	\$135 per student + \$15 material = \$150 Total	6/4/2016	4/15/2016	TBD	TBD

- (1) Course fee for ASQ or other professional society member/non-member.
- (2) Cost of primers, texts, work-books, etc. are not included and must be purchased by the student prior the first class.
- (3) See ASQ webpage for other certifications and test dates associated with conventions. <http://asq.org/cert/dates>
- (4) Contact the Boulder Education Chair, Joe Wojniak (970) 619-9395 <http://asqBoulder.org> If there is a class you need but is not listed above. We may be able to offer that class in the future.

COURSE REGISTRATION INFORMATION

You do not have to be a member of ASQ to attend a class however, members of ASQ and other professional societies receive a discount for classes. Local Quality professionals teach all classes in the Boulder/Longmont /Broomfield area unless otherwise noted. We contact you at least two weeks in advance of the class start date for the exact location. Classes are typically held at a company that employs one of the students. You may nominate your company for hosting a class. Directions and registration confirmations are provided. Participants receive a certificate upon completion of the course. We need a minimum of about 4 - 5 students to hold a course and we reserve the right to cancel or postpone classes not having enough students. A full refund will be given if minimum class registration requirements are not met. If you cancel within two weeks prior to a class beginning you may not receive a refund.

ASQ CERTIFICATION REVIEW COURSES: These courses are intended as a refresher course for those preparing to take the ASQ Certification exam. These courses are typically not introductory and are intended for people with either academic and/or on the job experience. NOTE: Enrollment in a class DOES NOT enroll the student for the certification exam. The student is responsible for confirming exam dates and application deadlines with ASQ Headquarters. Qualification requirements for sitting for an exam and information regarding exam applications may be obtained by calling ASQ Headquarters at 1-800-248-1946 or go to <http://www.asq.org>

ASQ #1313 COURSE REGISTRATION FORM

Please complete the following information as thoroughly as possible. In case of a schedule change or cancellation, we really appreciate two phone numbers to contact you.

Student's Name: _____ ASQ Membership #: _____

or other Society and #: _____

Company Name: _____

Address: _____

Daytime phone: _____ Night time phone: _____

E-Mail: _____ or FAX: _____

Course # and Name: _____

Course Start Date: _____

Course Fee: \$ _____ (ASQ Member) \$ _____ (Non-member)

Please enclose a check payable to "**ASQ Boulder Section**" and send check to: **ASQ-Boulder Education c/o Gerry Naugle P.O. Box 3783 Boulder, CO 80307**

and contact **the Boulder Section Education Chair Joe Wojniak**, Phone: 970-619-9395 (e-mail information on page 2) to reserve your spot in the course that you want.

GUARANTEE:

If you pay for and take one of our ASQ Certification review courses and still fail the Certification Exam, you may retake the course for free as many times as you need. The instructor reserves the right to charge for course materials (e.g., handouts, etc.). Your ASQ section leadership is committed to meeting your quality-related education and certification needs. If you have any questions about a particular course, please contact the instructor or the Boulder Section Education Chair (contact information above).

Non-ASQ Boulder Section (or) Non-ASQ Denver Section Training Resources

From: Ron Sedlock, the quality Catalyst

My availability is somewhat limited for 2016, but let me know if you have any training needs. I do exam preparation classes for most **ASQ Certification Exams**. You should begin the exam preparation at least three months prior to any exam. If you have 6 or more people seeking certification, I can provide in-house training.

Also I offer other courses which give more detail on quality improvement. Understanding **Statistics** and effective **Auditing** techniques are subject matters I specialize in. On your own? I give advice on exam preparation and quality in general. **This is a free service**. It is my way of giving back to the profession that has served me well for 40 years. Have a great 2016!

Ron Sedlock, the quality Catalyst phone: 303.587.9153

www.thequalitycatalyst.com


Colorado Quality Executive Network (CQEN)

This is a network of the top quality executive from various Colorado organizations. The purpose of CQEN is to share ideas on current quality trends and issues. Membership to the CQEN is by invitation only. Please pass on this information as appropriate.

Date: Thursday, April 21, 2016 Time: 1:00 to 5:00 pm

Location: Coors Brewery, Golden Topic: Six Sigma in Quality Management

For more information, contact
Ron Sedlock, the quality Catalyst

Phone: 303-587-9153  303-587-9153

Email: ronsedlock@thequalitycatalyst.com

Cavendish Scott, Inc.

Cavendish Scott is the Rocky Mountain Region's primary ISO 9001:2015 training, consulting and auditing organization. They have given many presentations and workshops to ASQ members. Cavendish Scott, Inc. is the only US organization to have IRCA Certified ISO 9001:2015 Lead Auditor and "ISO-Transition Training" available.

ISO 9001:2015 Lead Auditor/IRCA ISO 9001:2015 Lead Auditor Training, Denver: IRCA training focuses on successfully learning the requirements of the new standard and new auditing techniques and skills. It demands an activity based learning environment – not death by PowerPoint. Learn the new standard and how it will be audited. Now is the time to make your plan and get your quality team registered for classes so they can fully understand the newest standard. Call for class starts in 2016.

ISO 9001:2015 Transition Training: The first step in addressing ISO 9001:2015 and upgrading your certification is a comprehensive review of the standard. Cavendish Scott, Inc., is presenting a one day intensive workshop to do just that. You will understand the requirements of the standard, their application, how they will be audited and implementation approaches. Solutions systems, best practices, and implementation plans will be discussed. Call for class starts in 2016.

984 S Vine St, Denver, CO 80209

(303) 480-0111

Quality-Related Career Openings / New Job Postings

Zimmer BioMet Corp. Broomfield / Interlocken

Job Description

Job Title: **Quality Senior Engineer I (5130)**

Job Summary

The purpose of this position is to support the Sustaining Quality Engineering team with execution of process validations, production transfers, ongoing product improvements, and product complaint investigations. This person will be responsible for gathering relevant, factual information and data in order to solve quality related problems. Work effectively/ productively with all departments by developing a team atmosphere. Responsible for assuring products conform to established requirements and standards through appropriate audit, inspection, and test activities. Interacts with many different functional departments, suppliers, and experts outside Zimmer Biomet to implement Zimmer Biomet Quality goals.

Principal Duties and Responsibilities:

- Provides technical process validation related guidance to all Zimmer Biomet Spine manufacturing locations.
- Develops, implements, and executes process protocols and reports.
- Implements appropriate methodologies to ensure validation resources are deployed according to level of risk.
- Supports the transfer team in the execution of production transfer plans to low cost country manufacturing sites.
- Provides leadership for quality engineering projects from concept through design, implementation, testing, documentation, support, and maintenance.
- Collects and analyzes data for gauge and product evaluation.
- Provide assistance in challenging product complaint investigations and develops preventive and corrective actions plans as necessary.

This is not an exhaustive list of duties or functions and might not necessarily comprise all of the essential functions for purposes of the Americans with Disabilities Act.

Expected Areas of Competence (i.e., knowledge, skills and abilities)

- Applied Six Sigma experience with strong understanding of DMAIC methodology and associated tools.
- Basic understanding of manufacturing processes including machining, welding, cleaning, passivation, and heat treat.
- Knowledge of statistical process controls, measurement system analysis, control plans, and PFMEAs.
- Strong understanding of process validations and special process validations.
- Gage design experience.

- Ability to work within a team environment and build relationships outside of the department as well as outside the company (suppliers, regulatory agencies, etc.).
- Facilitates team efforts on quality engineering projects.
- Ability to deliver, meet deadlines and have results orientation.
- Able to communicate both orally and in written form to multiple levels of the company.
- Microsoft Office Suite.
- Expert knowledge of blueprint reading and GD&T.
- Understanding of QSR/ISO regulations, design controls assurance, FMEA, and product testing methods.

Education/Experience Requirements

- B.S. in engineering or an alternative Bachelor's degree program with certification as a quality engineer (e.g. CQE).
- Certification as a quality engineer (e.g. CQE) or the Reliability Engineer Certification (CRE) granted through the American Society of Quality (ASQ) preferred
- Minimum 3 years' experience in a Quality Engineering role, or an equivalent combination of education and experience.
- Combination of education and experience may be considered (in evaluating experience relative to requirements)

Travel Requirements

Up to 25%. Both domestic and international travel is required.

Please apply at [Quality Senior Engineer I \(513605\)](#) or <http://www.zimmer.com/careers.html>

EMPLOYEE NAME: _____ **POSITION TITLE:** Quality Engineer

FLSA:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
EMPLOYEE STATUS:	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary
REPORTS TO:	Ralph Cooley
DEPARTMENT:	Quality Assurance
LOCATION:	CME America Headquarters, Golden CO

JOB CHARACTERISTICS:

This position exists to enhance the CME America Quality System through trending of quality data and taking necessary actions to correct unacceptable quality trends. They are also the front line for handling any of CME's non-conforming product, be it complaint or NCR related.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages and coordinates complaints, including complaints investigations and trending of complaint data sources.
- Manages CAPA phases
- Manages material review board activities
- Performs internal audits
- Performs supplier audits and maintains the Approved Supplier List (ASL)
- QA approver for NCRs, including NCR investigations and trending of NCR data sources
- QA approver for Engineering Change Requests related to DMRs
- CAPA trending of Quality Data sources.
- Assist Director RA/QA with preparation of Management Review Meetings.
- Manage Process Validations in house and at contract manufacturers
- Develop process monitoring and inspection work instructions

Other duties may be assigned by a supervisor or management.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and Experience

- BS Degree in Engineering or related technical degree.
- Three years of QE experience in a US Medical Device or related industry.

- Attention to detail a must.
- Ability to read and understand specification drawings / GD&T
- Familiarity with 21 CFR 820 / ISO 13485, and other government / ISO standards
- Internal auditing experience
- ASQ Certified QE a plus

Specialized Equipment Use

- Knowledge and experience with measuring equipment
- Familiarity and experience with MS Word and Excel. Other QMS experience a plus.
- Knowledge of statistical software (Mini Tab)

Please submit your resume and cover letter to Ryan Hoffman at:
rahoffman@cmeamerica.com

STATE OF COLORADO
invites applications for the position of:

**Spring/Summer 2016 Collegiate
Internship Opportunity in Process
Improvement and Change
Management**

This is a temporary position. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: TEMPORARY AIDE

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 4201 E. Arkansas Ave. Denver, CO 80222

SALARY: \$15.67 /Hour

OPENING DATE: 04/06/16

CLOSING DATE: Continuous

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Transportation

This is a paid temporary part-time position with no benefits and will exist for 9 months or less.

About CDOT

The Colorado Department of Transportation is a 1.4 billion dollar business dedicated to provide the best multi-modal transportation system for Colorado that most effectively and safely moves people, goods, and information. Capital construction is typically about \$600 million a year or half of the total budget. CDOT, with more than 3,300 employees and scores of public and private partners throughout the state, is responsible for multi-modal engineering, planning, and roadway maintenance for a 9,146 mile highway system including 3,447 bridges which handles over 27 billion vehicle miles of travel. Although the Interstate system accounts for only about 10% (914 miles) of the total mileage in the state system, 40% of all travel takes place on our Interstate highways. In addition, CDOT's Aeronautics Division supports Colorado's general aviation community through distribution of entitlement funds, an aviation grant program, and long-range system planning in partnership with Colorado's general aviation airports. CDOT's Division of Transit and Rail is responsible for the planning, development, finance, operation, and integration of transit and rail services into Colorado's overall transportation system.

CDOT's core values of safety, people, integrity, customer service, excellence and respect make CDOT a great place to work, making Colorado a great place to live. We strive to become the Best Department of Transportation in the Country.

DESCRIPTION OF JOB:

The purpose of this part-time collegiate internship is to provide meaningful professional process improvement and change management experience to collegiate students (and recent graduates) with proven academic performance and a strong desire to learn and contribute. The Office of Process Improvement provides the infrastructure, procedures, processes, training, and support which facilitate and promote a culture of continuous improvement at CDOT. Promoting a culture of continuous improvement is reflected in CDOT's Core Values, including the value of Excellence: We are leaders and problem solvers, continuously improving our products and services in support of our commitment to provide the best transportation systems for Colorado.

The Office of Process Improvement works with other organizations within CDOT to help make our CDOT services, products and operations more effective, efficient and elegant. Our longer-term vision is: **"Everyone, Every Day, Improving Every Process and Every Product, To Benefit Every Customer"**. **To reach this longer-term vision, CDOT has numerous change initiatives underway.**

DUTIES include the following but not limited to:

1) Assisting CDOT process improvement projects with:

- Characterizing and documenting basic process and operating information;
- Assessing the effectiveness and efficiency of processes (including the use of continuous improvement practices and change management methodologies);
- Developing recommendations for improving operations;

2) Assisting the functions of the CDOT Change Agent Network;

3) Assisting CDOT's employee engagement efforts, including Lean Everyday Ideas;

4) Providing a summary presentation at the conclusion of the internship regarding the internship experience;

5) Assist instructors who provide training in process improvement methods, tools, and techniques; and

6) Perform other duties as assigned.

This position is located on CDOT's Headquarters Campus, 4201 E. Arkansas Avenue in Denver, Colorado.

Additional information about the internship experience in the Office of Process Improvement is available at:

www.codot.gov/business/process-improvement/internship-opportunities-in-process-improvement

Examples of changes at CDOT are available at:

www.codot.gov/business/process-improvement

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Qualified candidates must be either:

- enrolled as an undergraduate (for at least 12 semester hours or 15 quarter hours) or graduate student (enrolled for at least 6 semester hours or 9 quarter hours) at an accredited college or university, college, or similar learning institution, with at least a 3.0 cumulative GPA during the last completed semester/quarter; or
- a recently graduated college student with at least a 3.0 cumulative GPA. "Recently graduated" means the individual should have attended an accredited school and have graduated from that college or university during the past 12 months.

A copy of your transcript(s) that shows the name of the school must be submitted; unofficial copies are acceptable. (See "Supplemental Information" Section)

The **Exceptional Candidate** will be an undergraduate or graduate college/university student, or recent graduate as defined above, interested in applying change management techniques in an organization and has proven accomplishments in the following:

- Completion of 3 years or more in an accredited university in a process improvement-related or change management-related curriculum or a related discipline, such as organizational development; industrial psychology; organizational psychology; work psychology; management science; human resources management; systems engineering; quality assurance; industrial engineering; human factors engineering; statistics; mathematics; strategy management; or business management.
- Knowledge and experience with continuous improvement technologies and change management / change leadership theory, technology and practices.
- Knowledge and experience with documenting processes and operations.
- Excellent interpersonal skills
- Excellent verbal and written communication skills.
- Ability to perform duties with minimal supervision.
- Familiarity with the Microsoft Office suite (including Visio), and Google mail ("Gmail") and related Google applications; experience with Microsoft SharePoint knowledge a plus.

Employment Screening

If an applicant reaches the finalist stage of the hiring process, the Colorado Department of Transportation may procure a consumer report and/or investigative consumer report on the applicant in connection with his/her application for employment purposes, as defined under the Fair Credit Reporting Act. These reports may be obtained at any time after receipt of the applicant's authorization. As part of the employment screening an applicant will be requested to disclose any differed judgments and convictions as well an explanation of the circumstances around any arrest or conviction. In the event that a screening returns information that the applicant believes is not accurate, he or she will have an opportunity to dispute the information with "TC logiQ".

TC logiQ, a consumer reporting agency, will obtain the report for CDOT. Further information regarding TC logiQ, including its privacy policy, may be found online at www.TClogiQ.com. TC logiQ is located at 629 N. Weber St., Suite 7C, Colorado Springs, and can be reached at

877.825.6447  877.825.6447 FREE.

The report may contain information bearing on the applicant's character, general reputation, personal characteristics, and mode of living. The information that may be included in the report includes: social security number trace, criminal records check, public court records checks, education records, and driving records checks. CDOT will only request credit reports insofar as they relate to the position for which the applicant is applying. The information contained in the report will be obtained from private and/or public record sources. The applicant will have the right, upon written request made within a reasonable time after receipt of a notice, to request disclosure of the nature and scope of any investigative consumer report.

SUPPLEMENTAL INFORMATION:

Applicant Checklist: Only complete applications submitted by the closing date for this announcement will be given consideration. Immediately after you submit your application you should receive an email that confirms that you successfully submitted an application for this position. If you do not, try submitting again until you receive the confirmation email. Be sure to also check your junk folder for email communications from the State of Colorado's website.

Complete applications must include:

1. A complete CDOT Application for the Announcement Vacancy (please submit online using the link this announcement).
2. A cover letter explaining your qualifications and interest in this position. Please attach to

your online application.

3. A current copy of your college / university transcripts that shows the name of the school. Please attach to your online application or you may email to the contact listed below.
4. A chronological resume. Please attach to your online application.

Contact:

Lynn Livingston

LynnR.Livingston@state.co.us

Fax 303-757-9081

Only complete applications will be given consideration. Every effort must be made to submit transcripts by the announcement close date. Where unusual circumstances prevent timely acquisition of transcripts, they must be submitted within five business days of the announcement close date.

Resumes will not be accepted in lieu of a completed application, but may be used to supplement information to the application. Failure to submit properly completed documents by the closing date of this announcement may result in your application being rejected. Former employees of the Colorado Department of Transportation System or any other State of Colorado Department or Agency, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information on his/her application.

CDOT IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER COMMITTED TO ASSEMBLING A DIVERSE WORKFORCE.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Department of Transportation Attn: Human Resources 4201 E. Arkansas Avenue Denver, CO 80222 Fax # - 303-757-9081 Please include the job title and location on your application materials. All application materials must be received by the closing date/time of this announcement. NOTE: Resumes will not be accepted in lieu of a completed application.

DEPARTMENT CONTACT INFORMATION:

Lynn Livingston LynnR.Livingston@state.co.us 303-757-9110  303-757-9110

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #HAA-PI(2) Summer 2016
SPRING/SUMMER 2016 COLLEGIATE INTERNSHIP
OPPORTUNITY IN PROCESS IMPROVEMENT AND CHANGE
MANAGEMENT
LL

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Spring/Summer 2016 Collegiate Internship Opportunity in Process Improvement and Change Management Supplemental Questionnaire

- * 1. Please confirm that you have attached a copy of your transcript to your online application or sent to the contact listed in the job announcement. (In order to be considered for this position, candidates must submit a copy their transcript(s) that shows all coursework and the name of the school.)

Yes No

* Required Question



We are pleased to announce the 2015 RMPEX Award Recipients!

Peak Awards

- AlloSource, Centennial , Colorado
- Community Hospital, McCook, Nebraska
- Donor Alliance, Inc., Denver, Colorado

Foothills Award

- El Paso County School District 49, Peyton, Colorado

Please join us in a hearty congratulations to all the RMPEX Award recipients for this past year! And watch for the announcement of our Quest Event where you can hear what these great organizations have accomplished on their journey to performance excellence.

Jim Walker, Award Program Director

Rocky Mountain Performance Excellence
P.O. Box 17545 Denver, CO 80217
Phone 303-893-2739 <http://rmpex.org/>

Jim Walker, Award Program Director: DrJimW@hotmail.com

