

## **JOB TITLE: Sr. Regulatory Compliance Specialist**

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**Sr. Regulatory Compliance Specialist**

**Req.#: 20093**

**REPORTS TO: Manager, Regulatory Compliance**

**JOB GRADE: 17**

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### **SUMMARY:**

As a Sr. Regulatory Compliance Specialist, you will work with cross-functional teams to ensure product compliance and develop processes and methodologies for tracking/reporting compliance. With the ever-changing global regulatory requirements, you will be tracking product regulatory compliance including Product Safety, Electromagnetic Compatibility (EMC), Restrictions of Hazardous Substances (RoHS) Directives, Registration, Evaluation, & Authorization of Chemicals (REACH), Conflict Minerals, Battery Directives, and Waste Electrical and Electronic Equipment Directive (WEEE) and understand the impact to UNICOM Engineering roadmap platforms & OEM customers platforms.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform project management for product compliance with ITE regulatory requirements for product safety certifications and Electromagnetic Compatibility testing.
- Work with third party agents and national agencies to obtain international country approvals.
- Prepare management reports regarding compliance operations and progress.
- Generate statement of work for customer specific regulatory & approval requirements.
- Interface with internal program managers and customer's compliance teams regarding regulatory issues.
- Learns about Company's business as appropriate.
- Shows up to work on time and attends work as scheduled.
- All other duties as requested by direct manager.

### **COMPETENCY 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 functions. If an employee does not meet the required competency level in any area, a required development training plan will be implemented.*

#### **Job-Specific Competencies:**

*(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)*

- Experience in high tech electronics industry
- BS Degree, preferably in scientific discipline or equivalent work experience.
- 5-7 years of experience in Product Regulatory Compliance in the computer industry.
- Solid understanding of Global Regulatory Compliance Requirements, test methods, and accessing global markets.

- Working knowledge of product configuration management practices (BOMs, specifications, ECR/ECO/MCO, part numbers, rules of interchangeability).
- Experience in managing databases for regulatory reports, country certificates, and environmental (RoHS, REACH, Conflict Mineral) information.
- Ability to work independently and collaboratively across various functional groups.
- Strong oral and written communication skills.
- Excellent spreadsheet application skills.
- Proficiency in MS Office -Excel, PowerPoint, Word.
- Ability to multi-task and to adapt to changing priorities.

**Management Competencies:**

*(Management experience required)*

- None

**Core Competencies:**

*(Other core requirements including communication, presentation, language, math, and reasoning skills)*

- Ability to read, write and speak English;
- Ability to compose reports and correspondence.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Know and follow established company core values.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 20 pounds
- Lifting Limitations: 50 pounds

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is usually moderate.