



Classification: Quality Assurance Coordinator - Lab Manager

Title Code: V00514

Pay Range: 29

POSITION SUMMARY:

The person in this administrative position is responsible for reviewing, evaluating, and recommending changes to the forensic analytical, reporting and testifying activities of the Patrol's Crime Laboratory Division to ensure ongoing compliance with ASCLD/LAB *International* accreditation requirements. Duties will include maintaining the Quality Management System Manual and other quality systems documents, coordinating the laboratory accreditation efforts, overseeing technical training programs, and managing the proficiency testing program. This individual identifies problems related to quality assurance and makes recommendations for improvement.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Oversees the maintenance and update of laboratory technical manuals and training programs on a regular basis in order to comply with standards outlined by the American Society of Crime Laboratory Director's Laboratory Accreditation Board (ASCLD/LAB); works closely with lab managers, supervisors, and each section's quality assurance representative to maintain quality and compliance with accreditation standards throughout the laboratory system.

Assesses laboratory activities, policies and goals to determine compliance with ASCLD/LAB guidelines; develops proofs of compliance for applicable standards and assembles forms and proofs in a manner that will facilitate a review by accreditation assessors; prepares for on-site assessment.

Maintains the laboratory's ASCLD/LAB Conformance File.

Schedules, coordinates, and conducts periodic quality audits in order to verify scientific quality; ensures quality control activities are implemented and that employees are performing in a manner consistent with the quality system; recommends or provides training as needed.

Coordinates internal and external proficiency testing; evaluates the results of such testing with lab managers and supervisors; plans and coordinates corrective actions when discrepancies occur; and reports results to the Director of the Crime Laboratory.

Procures proficiency test materials from ASCLD/LAB approved providers for laboratory system.

Performs quality reviews of completed laboratory reports, analytical documentation, and technical procedural references.

Prepares annual reports for ASCLD/LAB and assists the Director with responses to inquiries from ASCLD/LAB.

Ensures the integrity of evidence by monitoring its receipt, storage conditions, sealing and handling.

Performs duty related travel as required.

Performs other related duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the forensic disciplines of drug chemistry, toxicology, trace evidence, serology, DNA, firearms, toolmarks, physical evidence, latent print examination, DNA profiling, and crime scene evidence processing.

Thorough knowledge of the ASCLD/LAB *International* accreditation program including ISO/IEC 17025:2005 and the ASCLD/LAB Supplemental Requirements for Forensic Science Testing Laboratories.

Knowledge of the principles of laboratory quality control/quality assurance.

Knowledge of the external proficiency test providers approved by ASCLD/LAB.

Knowledge of the scientifically acceptable procedures used in the calibration of instrumentation and procedures used to define, detect, and document technical problems.

Knowledge of the acceptable manner in which forensic testimony should be presented; the ethical standards expected of forensic scientists; and reputable certifying boards and bodies that offer certification for the criminalist.

Ability to assist the laboratory staff in the preparation of materials for court-ordered discovery requests.

Ability to prepare the ASCLD/LAB accreditation documentation.

Ability to recommend training and maintain training records for the testifying laboratory staff.

Ability to organize and coordinate quality assurance audits of each functional area of the laboratory system.

Ability to prepare, administer, and track internal and external proficiency tests.

Ability to determine current state-of-the-art techniques and testing protocols performed by forensic laboratories.

Ability to select and train quality auditors in each of the functional areas of the laboratory.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

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(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution may be permitted in case of deficiencies in either experience or education.)

Possess at least five years experience as a Criminalist III or comparable experience.

OR

Possess at least two years experience as a Criminalist Supervisor or comparable experience.

AND

Successful completion of the ASCLD/LAB *International* assessor training course.

NECESSARY SPECIAL REQUIREMENTS:

Must have Qualified ASCLD/LAB *International* technical assessor status.

Must have experience with at least one ASCLD/LAB accreditation at the Missouri State Highway Patrol Crime Laboratory Division or other ASCLD/LAB *International* accredited crime laboratory.

Must satisfactorily complete the Patrol's supervisory course within one year of appointment.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

If applicable to the assigned forensic discipline, possess or obtain a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

If applicable, possess or obtain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.