

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
Quality Assurance (QA) Program
420-561-8477-012

Vacant

JOB TITLE: Criminalist Supervisor (Quality Assurance Specialist)

STATEMENT OF DUTIES: The Criminalist Supervisor, as the Laboratory Quality Manager, will perform a variety of duties related to the Bureau's Quality Assurance Program to include oversight for implementation of the Quality Management System (QMS), Quality Incident Program, Measurement Assurance Program, proficiency testing, audits, and maintenance of accreditation.

SUPERVISION RECEIVED: Reports directly to the Bureau Quality Assurance Manager (Criminalist Manager).

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Must be able to lift up to 60 pounds; work odd and late hours; handle foreign substances and chemicals; differentiate color shades; crouch, bend and stoop.

WORKING CONDITIONS: While performing assigned duties, the Criminalist Supervisor may be required to sit or stand for extended periods of time. The working environment is generally an interior smoke free laboratory and office. Travel to other laboratories is required.

ESSENTIAL FUNCTIONS

- 40% Continually audits laboratory compliance with the bureau Quality Management System (QMS) and accreditation standards. This entails performing quality assurance reviews of forensic testing in all forensic disciplines as well as periodic quality checks. Ensures the laboratory's training, competency, and proficiency testing program are implemented in accordance with the QMS. Prepares for, participates in, and locally facilitates annual accreditation assessment activities coordinates and conducts annual internal audits; and develops responses to the more complex findings . Monitors training files and monitors laboratory's compliance with bureau policy on evidence inventories, processing, and handling. Monitors laboratory personnel court testimony. Participates in the annual management review for the laboratory.
- 25% Develops recommendations for updates to the Bureau's Quality Manual, Laboratory Operations Manual, and other bureau policies and procedures. Implements and conducts document tracking. Reviews the laboratory's procedures for compliance with BFS's uniform technical procedures, training requirements, method validation, and operational guidelines. Participates in internal audits of other BFS laboratories by reviewing their compliance with established bureau laboratory quality standards. Develops new data technologies and better methods for

complying with accreditation standards and guidelines. This includes methods for monitoring the validity of forensic testing results in order to detect trends.

- 20% Through the Quality Incident Program, conducts root cause analyses of any nonconforming forensic testing. Identifies any and all contributing factors, which may include any combination of policies, procedures, practices, training, equipment, or personnel. Determines, implements, and monitors corrective actions as appropriate. Additionally, may coordinate actions to address risks and opportunities by participating in risk assessments and the improvement process.
- 10% Monitors and acts as the lead in reviewing and providing direction on the most complex quality assurance issues in the areas of casework, JusticeTrax, training, special projects and laboratory inventory procedures of equipment, evidence, supplies, firearms, and drugs. Provides guidance and training for laboratory staff on accreditation, QA principles, and implementation of new QA policies and procedures. Oversees laboratory complaints relating to activities performed in accordance with the QMS.

MARGINAL FUNCTIONS

- 5% Assists with the Measurement Assurance Program to include measurement uncertainty as well as calibration and traceability issues of equipment, supplies and standards.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date