

Job Description
Missouri State Highway Patrol

Class Title: Quality Assurance Coordinator - CLD

Title Code: V00519

Effective Date: 01/13/98

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Assistant Director, Crime Laboratory

Position Supervised: None

FLSA Classification: Partial-exempt

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

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. Duties will include coordinating the laboratory accreditation efforts and proficiency testing programs. This individual identifies problems related to quality assurance.

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 supervisors, casework/satellite coordinator, 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 inspectors; prepares for on-site assessment.

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 supervisors and casework/satellite coordinator; plans and coordinates corrective actions when discrepancies occur; and reports results to the Director of the Crime Laboratory.

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

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

Travels as required.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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

Considerable knowledge of the American Society of Crime Laboratory Directors Laboratory Accreditation Board's (ASCLD/LAB) laboratory accreditation manual.

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 criminalist.

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Ability to read English effectively.

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

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 establish and maintain harmonious working relations with others.

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

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 travel, as necessary.

Ability to work hours as assigned.

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MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

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

Bachelor's degree in natural science and six years work experience in forensic science. A masters or Ph.D. degree may be substituted for forensic science work experience.

OR

Criminalist III or Criminalist Supervisor with a total of six years experience in forensic science.