

CLASS TITLE: QUALITY ASSURANCE OFFICER (FORENSIC SCIENCES)

Class Code: 02722603

Pay Grade: 35A

EO Code: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for quality assurance activities in the Division of Laboratories involving forensic sciences; to serve as a technical expert and program administrator in the areas of quality assurance, quality control and proficiency testing; to develop, administer, operate, manage and maintain various quality assurance activities in the Division of Laboratories; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior who provides oversight and direction; works with considerable latitude for the exercise of initiative and independent judgement; work is subject to review for conformance to agency policy, federal and professional standards of performance.

SUPERVISION EXERCISED: As assigned, may supervise the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for all laboratory quality assurance activities within the field of forensic sciences; involving drug chemistry, forensic toxicology, forensic biology, forensic DNA, combined DNA index system (CODIS), sports doping and the evidence control area.

To assure all aspects of the laboratory's quality assurance, quality control and proficiency testing functions are sound and within program guidelines.

To plan, direct and perform audit and consulting activities related to quality assurance, quality control and internal and external, open and blind proficiency testing.

To plan, direct and perform training related to quality assurance and quality control activities.

To apply statistical methods, as required, to identify quality problems and evaluate the effects of changes on testing and control system procedures on quality.

To assess laboratory needs regarding quality and proficiency testing programs through audit and testing procedures, and review of new and existing federal and state regulations;

To maintain and enhance communication with the community, professional associations, accrediting and certifying groups, and government agencies at the local, state and federal levels;

To prepare and present reports on the progress of laboratory quality assurance, quality control and proficiency testing activities.

To assist in developing and implementing a quality control program, including the use of statistical procedures and techniques.

To design, implement and monitor a quality assurance plan.

To review and monitor quality assurance and quality control activities of the laboratory to determine conformance with established policies, state and federal regulations and accreditation requirements.

To perform other administrative tasks related to assessing, maintaining and improving the quality of the laboratory as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of quality assurance, quality control and proficiency testing concepts; a thorough knowledge of laboratory methods and techniques, and the ability to apply these concepts to analyze and resolve complex conditions in laboratory and administrative settings; a thorough knowledge of inspection, test and measurement techniques, including

statistical analysis and sampling techniques and the ability to apply such knowledge to assure that the laboratory meets federal, state and other applicable quality assurance requirements; the ability to prepare, write and present audit and quality assurance reports, policies and other documents; the ability to establish and maintain effective working relationships; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of Master's Degree in a Physical Science, preferably with advanced courses of study at the Doctorate level in a Physical Science; and

Experience: Such as may have been gained through: employment in a professional laboratory leadership position involving quality assurance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 19, 2000

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