

FORENSIC SCIENTIST IV (QUALITY ASSURANCE MANAGER)

Please send CV and cover letter to Constance.dinkel@suffolkcountyny.gov by 10/1/2020

Anticipated Opening Early 2021

An employee in this class coordinates and/or supervises all of the activities required to implement and maintain quality in the Suffolk County Crime Laboratory and to maintain the New York State mandated accreditation. The incumbent is responsible for the management, development, coordination and maintenance of the quality system, as well as for the maintenance of the Quality Manual, section manuals and forms. The incumbent has organizational autonomy from the technical operation of the laboratory, direct access to the highest levels of management at which decisions are made regarding laboratory policy and resources, and is directly responsible to and supervised by the Chief and Assistant Chiefs of the Crime Laboratory. Does related work as required.

TYPICAL WORK ACTIVITIES

Monitors laboratory practices to verify continuing compliance with policies and procedures and proposes corrections and improvements to the quality system;

Informs management and staff of changes to accreditation criteria, provides interpretations of requirements, offers alternative methods of ensuring compliance and supervises the implementation of changes to the quality system;

Maintains, updates and distributes controlled copies of the Quality Manual and supervises the creation, review and implementation of laboratory forms;

Schedules and coordinates proficiency tests for forensic scientists, as well as external laboratory inspections by the accrediting agency; receives and reviews the results of proficiency tests and inspections and determines appropriate action;

Performs administrative review of casework and selects, trains, supervises and evaluates internal auditors;

Compiles external and internal annual reports including information on cases, proficiency tests, court testimony reviews and audits of the quality system;

Observes, evaluates and provides written reviews of forensic scientists' court testimonies;

Maintains laboratory personnel records, including curricula vitae and statements of qualifications;

May be required to testify in a court of law;

May supervise and/or participate in crime scene investigations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of quality assurance principles and practices in a laboratory environment; comprehensive knowledge of the principles and practices of managing a quality assurance program; comprehensive knowledge of the objectives, standards and criteria of the relevant accrediting agency's accreditation program; good knowledge of the forensic disciplines of drug chemistry, trace evidence, biological sciences, document examination, and firearms; a good knowledge of laboratory equipment and laboratory safety practices; ability to establish and maintain an effective relationship with management and staff; ability to train, supervise and evaluate the work of others in a manner conducive to full performance and high morale; ability to make accurate observations and arrive at sound conclusions; ability to express oneself clearly and concisely both verbally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Either:

a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree in one of the natural or forensic sciences and six (6) years of professional experience* in forensic examinations, two (2) years of which must have been in a quality assurance** capacity; or

b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree in one of the natural or forensic sciences and seven (7) years of professional experience* in forensic examinations, two (2) years of which must have been in a quality assurance** capacity; or

c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

*Professional experience is defined as experience involving independent responsibility for the analysis of evidence or specimens, and includes signing and issuing reports.

**Quality assurance capacity is defined as responsibility for monitoring the quality assurance of a laboratory or section of a laboratory and overseeing the maintenance of laboratory equipment.

NOTE: Qualifying experience must have been gained within the last ten (10) years.

NECESSARY SPECIAL REQUIREMENT

At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.