CLASS TITLE: FORENSIC QUALITY ASSURANCE PROGRAM/ACCREDITATION MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for managing the Tulsa Police Department Forensic laboratory section’s quality assurance program, accreditation compliance and performs other related assigned duties.

ESSENTIAL TASKS:
- Manages and coordinates the quality assurance program for the Police Forensic Laboratory staffed with professional and technical personnel engaged in complex testing and analysis required in criminal investigations for the department, other law enforcement agencies and the District Attorney's Office
- Manages and maintains compliance with standards and criteria of the ASCLD/LAB (American Society of Crime Lab Directors/Laboratory Accreditation Board) and CALEA (Commission on Accreditation for Law Enforcement Agencies)
- Maintains liaison with regulatory agencies ensuring laboratory operations comply with applicable federal, state and local regulations, including City and departmental policies
- Evaluates current laboratory operations and recommends and establishes cost effective, optimal laboratory operations
- Provides direction for staff training and safety programs, ensuring QA program integrity
- Manages computer data management system for generation of information and reports to other agencies or City departments
- Manages projects as requested
- Provides state of the art technical capabilities to ensure implementation of effective operational policies
- May act as Lab Director or Forensic Operations Manager as needed
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in forensic science, chemistry, biology or a closely related field, and eight (8) years of progressively responsible experience, including two (2) years as a qualified and recognized Quality Assurance Manager with four (4) years of forensic supervisory experience in an ASCLD/LAB Laboratory.

Knowledge, Abilities and Skills: Comprehensive knowledge of the procedures, equipment and technology of a forensic laboratory and forensic disciplines; considerable knowledge of theories, principles and practices of forensic science testing, analysis and research; considerable knowledge of an ASCLD/LAB accreditation program; considerable knowledge of qualitative and quantitative chemical analysis; considerable knowledge of chemical testing equipment; and considerable knowledge of federal, state and local regulations pertaining to forensic standards. Ability to plan, evaluate and direct the operations of a forensic laboratory providing technical research and investigations related to crime scenes; ability to prepare reports and maintain records; ability to train and direct subordinates; ability to assess, evaluate and draft operational policies; ability to perform office and administrative tasks; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 20 pounds; occasional carrying up to 10; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and national certification in quality management or assurance criminalistics or a specialty preferred.
WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1150
EEO Code: E-01
Pay Code: ST-58

Group: Cultural, Legal, and Sciences
Series: Sciences

Effective date: March 21, 2007