

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 quality assurance and accreditation programs, maintaining the accredited status of the laboratory, and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages and coordinates the quality assurance and accreditation programs 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
- Maintains and monitors compliance with the criteria of the laboratory accreditation program
- Maintains liaison with regulatory agencies ensuring laboratory operations comply with applicable federal, state, and local regulations, including City and departmental policies
- Evaluates and recommends improvements to the quality of laboratory operations
- Directs laboratory audits of the quality assurance program
- Provides direction for staff training and development
- Manages a document management system for the maintenance and retention of laboratory quality records and documents
- Manages projects as requested
- Evaluates, drafts, and reviews policies and procedures concerning laboratory operations
- Acts as Forensic Laboratory 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 related natural science, and eight (8) years of progressively responsible experience (or six (6) years of progressively responsible experience with a graduate-level degree) as a Forensic Scientist in an accredited forensic science laboratory with two (2) years of forensic managerial experience preferred.

Knowledge, Abilities and Skills: Comprehensive knowledge of the procedures, equipment, and technology used in a forensic science laboratory; considerable knowledge of theories, principles and practices of forensic science testing, analysis, and research; considerable knowledge of the ISO/IEC 17025 International Standard; considerable knowledge of forensic science laboratory accreditation, conformance assessments, and quality audits; and considerable knowledge of governmental regulations and standards pertaining to forensic science. Ability to solve problems involving many variables; ability to communicate effectively both verbally and in writing; ability to prepare comprehensive reports and maintain records; ability to evaluate, draft, review, and approve operational policies and procedures of the laboratory; ability to perform office and administrative tasks; and the ability to utilize the highest level of interpersonal skill in order to understand, teach, 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" Driver's License; certificate of completed training to perform quality audits or accreditation assessments of forensic science laboratories.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

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Class Code: 1150

EEO Code: E-01

Pay Code: ST-58

Group: Cultural, Legal, and Sciences

Series: Sciences

Effective date: June 23, 2021