



Office of Human Resources  
Forensic Quality Assurance Specialist - CA2191  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs specialized full performance work directing and administering the quality control, assurance, and improvement program and technical operations for the Police Crime Laboratory.

### Distinguishing Characteristics

This class performs specialized full performance work directing and administering the quality control, assurance, and improvement program and technical operations for the Police Crime Laboratory. This class is distinguished from the Forensic Scientist that performs professional forensic work in the Denver Police Laboratory conducting quantitative and qualitative chemical and biochemical analyses of evidence.

### Level of Supervision Exercised

Performs lead work.

### Essential Duties

Develops and establishes policies and procedures for laboratory quality control and assurance, monitors laboratory practices to verify continuing compliance with laboratory standard operating procedures and national quality assurance and control standards, and maintains and updates the laboratory quality manuals.

Acts as an advisor to staff members and assists them meet established schedules and/or resolve technical or operational problems.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Formulates and maintains quality control objectives and coordinates objectives with analytic procedures in cooperating with unit leads and analysts/detectives to maximize reliability and quality.

Ensures the scientific validation of new technical procedures has been completed and documented correctly and monitors all individuals and unit personnel to ensure they are meeting applicable standards and protocols.

Schedules and conducts external and internal quality system audits and oversees audits of all units of the laboratory set forth by accreditation bodies.

Administers proficiency testing, records results, and researches and recommends corrective action and improvement in the quality system.

Investigates technical problems, recommends actions to be taken to alleviate problem(s), and verifies implementation of recommendations with scientific staff.

Evaluates instrument calibration, maintains records, and prepares administrative reports and recommendations on laboratory operations and development.

Administers laboratory training programs for each unit (forensic biology/DNA, latent prints, firearms, crime scene unit, forensic chemistry, photo laboratory, trace evidence) and coordinates discipline specific training and quality system training as appropriate.

Collaborates with management staff to improve the quality of laboratory policies and procedures in order to meet with industry best practices and prepares annual quality reports for review by management.

Collaborates with management personnel to target areas of local, state, and federal funding that will improve the quality of laboratory services and provide more rapid case analysis and reporting to investigators and attorneys. Prepares and submits grants in cooperation with management and other entities with the City and County of Denver.

Testifies in court on the laboratory quality control procedures and systems and observes and maintains logs of courtroom testimony by scientific staff.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of the scientific principles, methods, and processes used to conduct a systematic and objective inquiry including study design, collection, analysis, and interpretation of data, and the reporting of results.

Knowledge of the principles, methods, or tools of quality assurance, quality control, and reliability are used to ensure that a project and resources including technical performance.

Knowledge of the concepts, principles, and theories of the composition, structure, and properties of substances and of the chemical processes and transformations including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

### **Education Requirement**

Bachelor's Degree in Business Administration, Public Administration, Science, or a related field.

**Experience Requirement**

Three (3) years of professional experience reviewing organizational policies, procedures, goals, and objectives and formulating recommendations for improvements which must include one year of experience in an accredited crime laboratory or International Organization of Standards (ISO) accredited laboratory system experience.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Pressure due to multiple calls and inquiries  
Subject to many interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Reaching: extending the hand (s) and arm (s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand (s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Near Acuity: ability to see clearly at 20 inches or less.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: A-812**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**