

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Crime Lab QA Coordinator		
<b>Job Code:</b>	PR1380	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	612	<b>Date Created:</b>	07/07/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	02/12/18

### GENERAL SUMMARY

Performs front end case management duties; assists in developing and maintaining a quality system; assists in meeting all accreditation standards; monitors and maintains integrity of electronic databases; and coordinates all aspects of employee professional development and client training in the Fort Worth Police Crime Laboratory.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Maintains appropriate laboratory accreditation. Reviews policies, procedures, accreditation criteria, laboratory conformance, potential quality issues and non-conformances, standard operating procedures, current and proposed laboratory procedures, laboratory safety issues and other miscellaneous quality functions.
2. Provides administrative review of laboratory reports prior to release as needed.
3. Assists and contributes to the completion of the Annual Report in accordance with accreditation requirements.
4. Administers and maintains the Proficiency Testing Program in the crime laboratory. Prepares and submits reports to accrediting authority; and administers and monitors proficiency tests.
5. Monitors and maintains training and development program for laboratory employees. Consults with Unit Supervisors regarding requirements for continued qualification of examiners; provides guidance and recommendations to laboratory employees; and reviews and approves changes in laboratory procedures.
6. Performs internal audit of crime laboratory operations. Identifies, investigates and prepares non-conformance documentation, as required.
7. Testifies as expert witness to explain laboratory policies, procedures and accreditation requirements, as needed.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**

- Operational characteristics, services and activities of a criminalistics laboratory.
- Theoretical and analytical principles of natural, physical and forensic sciences.
- Forensic Science Laboratory testing procedures and methods.
- Proper procedures and standard laboratory rules and safety precautions regarding chemicals, toxins and biological substances.
- Evidence collection and preservation procedures.
- Principles and procedures used to offer expert testimony in court.
- Operational methods and techniques of forensic laboratory equipment.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Laboratory reporting procedures.
- Laboratory Information Management System.
- Pertinent Federal, State and local laws, codes and regulations.
- Quality Assurance and Quality Control Procedures.
- Crime laboratory accreditation guidelines.
- All applicable accreditation requirements for forensic laboratories.

- **Skill in:**

- Interpersonal relations.
- Critical thinking and decision making.
- Computers and applicable software.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Participate in the development and administration of laboratory objectives and procedures.
- Determine in consultation with appropriate scientific personnel, proper testing techniques for each item of evidence.
- Understand and apply scientific principles.
- Work extensively with chemical and biological hazards in a safe manner.
- Testify in court as an expert witness.
- Provide guidance and recommendations to laboratory employees.
- Analyze and solve problems.
- Recognize and correct safety deficiencies.
- Research, analyze and evaluate new service delivery methods and techniques.
- Initiate procedural changes when required.
- Prepare clear and concise reports.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in one of the following: biology, chemistry, criminalistics (forensic science), natural science or a closely related field and five years of experience in an accredited crime laboratory with a formal quality management system in an operational, supervisory, managerial, or administrative capacity, performing quality assurance duties; **or** two years of experience as a quality manager in a multi-discipline crime laboratory.

## **OTHER REQUIREMENTS**

Ability to obtain a valid Texas driver's license

Provide a buccal DNA sample after date of hire.

Ability to comply with all Texas Forensic Science Commission requirements

Successful completion of Assessor or Internal Auditor training such as ASCLD/LAB or ANAB auditor training

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.