

Vacancy Announcement

(508) 820-2296

LAST DATE TO FILE October 26, 2009

Program Manager VII
POSITION TITLE

Director of Quality Assurance
FUNCTIONAL TITLE (if applicable)

WORK LOCATION: Forensic Services Group, 124 Acton Street, Maynard, MA 01754

WORK SCHEDULE: Monday through Friday 8:45 A.M. to 5:00 P.M. FULL TIME XXXX

SALARY: \$2,611.24 bi-weekly minimum TO \$ 3931.63 bi-weekly maximum

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five years of full-time, or equivalent part-time, supervisory or managerial experience in business administration, business management, or public administration and (B) of which at least one year must have been in a managerial capacity

ADDITIONAL SKILLS/EDUCATION PREFERRED AT HIRE:

A minimum of a Bachelor's Degree in a natural or physical science discipline; The preferred professional background for this position should include a total of at least five (5) years of professional or technical experience in a quality assurance program, the major duties of which include development, implementation and maintenance of quality assurance program, and of which at least two (2) years should have been in a supervisory capacity. The incumbent must have participated in ASCLD/LAB/ISO 170225 Standards accreditation efforts and be knowledgeable regarding quality management systems; Knowledge of forensic scientific procedures, biochemistry and chemistry as well as chemical analysis procedures; Knowledge of the natural sciences and Criminalistics; Knowledge of the laws, rules regulations, policies, procedures, specifications and guidelines governing Department operations; Knowledge of the principles and practices of budgeting as it relates to program management; Knowledge of the principles and practices of employee relations; Experience working in a scientific laboratory or criminal justice organization; Experience in management and supervisory techniques including planning and assigning work according to the nature of the job and capabilities of subordinates; Ability to understand, apply and explain the laws, rules, regulations, policies, standards and guidelines of the Department of State Police and the State Police Forensic Services Group; Ability to deal tactfully with others; Ability to delegate authority effectively. Ability to analyze and determine the applicability of program data, to draw conclusions and to make appropriate recommendations; Ability to develop and implement new policies and procedures to achieve the goals and objectives of the Department; Willingness to travel for job related purposes.

JOB DESCRIPTION:

The Director of Quality Assurance is directly responsible for the overall management of the quality assurance program. The incumbent is responsible for ensuring compliance with laboratory protocols and quality control standards as established by ASCLD/LAB as well as internal policies and procedures of the Forensic Services Group. Additionally, the incumbent is responsible for the development and implementation of a strategic plan to attain and maintain ISO 17025 accreditation for the Forensic Services Group within an established timeframe. The Director of Quality assurance is responsible for collaborating with the Chief Science Officer to develop, implement and monitor a quality control program which includes proficiency testing. The incumbent is also responsible for ensuring that physical evidence collected at the scene of a crime or related crime is examined and evaluated; The Director of Quality Assurance is responsible for the oversight and maintenance of the accreditation of the State Police Forensic and Technology Center and all ongoing technologies and equipment. This involves coordinating the testing activities of all of the laboratory operations, including arson/explosive analysis, ballistics, crime scene services, suspect identification, alcohol testing, toxicology, trace analysis and the Combined DNA Indexing System (CODIS), DNA, Drugs, Digital Evidence Multimedia Section (DEMS) and Research Development and Training (RD+T).

SEND RESUME AND COVER LETTER TO:

Human Resources, Employment Section, Department of State Police, 470 Worcester Rd., Framingham, MA 01702

THE DEPARTMENT OF STATE POLICE IS AN EQUAL OPPORTUNITY EMPLOYER