

QUALITY ASSURANCE MANAGER - POLICE LABORATORY

The Quality Assurance Manager in the Police Laboratory is responsible for directing and overseeing the activities of a staff of highly skilled scientific professionals who implement the Laboratory's quality assurance programs and quality control programs including but not limited to the proficiency testing program. Proficiency test results must be routinely reported to the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) and the New York State Commission of Forensic Science (NYSCOFS) to ensure compliance with Standard Operating Procedures and ASCLD/LAB accreditation standards. This position oversees the procurement of tests from outside vendors, the design of in-house tests, and the preparation, distribution, and re-analysis of current and closed cases. The Quality Assurance Manager manages these programs in the areas of Controlled Substance Analysis, Firearms Analysis, and Criminalistics Analysis which includes but is not limited to latent print development, fire debris, questioned documents, explosives and hair and fibers. The Quality Assurance Manager serves as a liaison with city, state and federal authorities including NYSCOFS and ASCLD/LAB assembling and transmitting all required documentation and findings to them. The Quality Assurance Manager selects, trains, and oversees system auditors who may perform monthly and annual audits in all disciplines within the Police Laboratory, and ensures that the auditors are trained in all aspects of the scientific procedures and documentation requirements to maintain laboratory accreditation. This position is also responsible for looking after the maintenance of training, certification, and examination records of all laboratory personnel and assuring that they meet ASCLD/LAB International standards for curriculum, competency and proficiency. The Quality Assurance Manager makes recommendations to the Assistant Commissioner of the Police Laboratory regarding the development, formulation and implementation of programs, policies, and procedures to improve quality of training and enhance the skills of laboratory personnel.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college with specialization in criminalistics, forensic science, chemistry, biology, physics, biochemistry, molecular biology, or a closely related scientific or engineering field, and five (5) years of full-time professional experience working in the area of criminalistics, forensic science, or analytical chemistry, eighteen (18) months of which must have been in a managerial, supervisory, or administrative capacity performing significant managerial or supervisory duties in a forensic laboratory with a substantial case load and a staff of proficiency tested examiners/analysts.
2. Education beyond a baccalaureate degree in one of the specialization areas listed above may be substituted at the rate of two (2) years' experience for a Master's Degree and an additional year for a doctoral degree. However, all candidates must have the eighteen (18) months of managerial, supervisory, or administrative experience as detailed above.

SALARY: *Commensurate with experience and salary history.*

ALL APPLICANTS WILL BE SUBJECT TO FINGERPRINTING AND BACKGROUND INVESTIGATION.

Interested candidates should submit a cover letter, two (2) copies of their resume and salary requirements to:

Administrative Staff Analyst Maria Acevedo
New York City Police Department
Employment Section
One Police Plaza-Room 1014
New York, NY 10038
Or email empsec@nypd.org

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