

**Supervisory Quality Assurance Specialist**  
**District of Columbia**  
**Department of Forensic Sciences**  
**\$114,441 - \$160,216**

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The Department of Forensic Sciences (DFS) is seeking a Supervisory Quality Assurance Specialist. DFS was established by the Department of Forensic Sciences Act of 2011 by the District of Columbia City Council and became operational as an agency on October 1, 2012. The Department's mission is to provide "high-quality, timely, accurate, and reliable forensic science services...[using] best practices and best available technology; a focus on unbiased science and transparency; and the goal of enhancing public safety."

The DFS consists of the Forensic Science Laboratory Division, the Public Health Laboratory Division, and the Crime Scene Sciences Division. Upon request, DFS provides services to District agencies, including the Metropolitan Police Department, the Office of the Chief Medical Examiner, the Office of the Attorney General, the Department of Health, the Fire and Emergency Medical Services Department, the Public Defender Service for the District of Columbia, United States Attorney's Office for the District of Columbia, as well as to other law enforcement or investigative agencies.

## **THE POSITION**

The position of Supervisory Quality Assurance Specialist is located in the Quality Assurance Unit of the Office of the Deputy Director at the Department of Forensic Sciences (DFS). The Supervisory Quality Assurance Specialist is directly accountable to the Deputy Director of DFS for the administration and oversight of the DFS Quality Assurance Program. The Supervisory Quality Assurance Specialist is responsible for the quality related functions of the agency by addressing the accreditation, quality assurance and certification needs aligned with the service delivery models of the Forensic Sciences Laboratory (FSL), Crime Scene Sciences (CSS) and Public Health Laboratory (PHL) Divisions. Specific duties of the Supervisory Quality Assurance Specialist include:

- Managing the day-to-day operations of the Quality Assurance staff – maximizing staff utilization by clearly defining duties, establishing performance measures, and conducting reviews
- Monitoring continuing compliance with agency and divisional policies and accreditation or certification standards
- Establishing and maintaining uniform policies, procedures, and systems for records management
- Reviewing and evaluating the work of others and assisting in any corrective/remedial actions

- Preparing and updating quality assurance documentation based on the process of recognized standards like ISO 17025, Quality Assurance Standards, Clinical Laboratory Improvement Amendments, and the Division of Select Agents and Toxins Regulations
- Leading and participating in management reviews and internal and external quality system audits
- Providing oversight of the monitoring of instrument calibration and maintenance, while ensuring that records are readily available for auditing or discovery purposes
- Researching best practices and new developments in quality assurance, specifically as they apply to a forensics environment, and working with the Deputy Director in the acceptance/adoption and implementation of approved items
- Conducting quality assurance training in the department as well as in other venues for departmental employees, including required quality assurance trainings for supervisors and department management
- Coordinating the development of the budget with the Deputy Director and preparing justification for requirements and administering all Quality Assurance funds within DFS

## **QUALIFICATIONS**

The successful applicant will demonstrate knowledge of forensic science principles, practices, procedures, and techniques as well as of accreditation processes, product requirements, and external influences. Professional experience in the field of scientific analysis and the application of best practices in crime scene science, forensic science, and public health is required.

A background in business and management, including mastery of state-of-the-art tools for project management, resource allocation, and performance management strategies is also required. A master's degree in business or management is desirable. Knowledge of the District of Columbia system and ancillary administrative principles of budget, accounting, workforce, management, and economics is also desirable.

The ideal candidate will also possess experience providing leadership in a managerial capacity and in a team-based environment along with the demonstrated ability to secure the support and cooperation of higher-level officials, civic and business leaders, and other stakeholders.

## **SPECIAL REQUIREMENTS**

As this position is housed within the Consolidated Forensic Laboratory – a protection-sensitive facility – the person who holds this position will be subject to background investigations and drug and alcohol testing as applicable.

## **TO APPLY**

The DC Department of Forensic Science is partnering with POLIHIRE to find the Supervisory Quality Assurance Specialist. If you are interested in this opportunity, please submit a cover letter outlining your qualifications and your resume to: [DCDFS\\_SQAS@polihire.com](mailto:DCDFS_SQAS@polihire.com). Please include only your name (Last, First) in the subject line when submitting materials.