

Class Code:.....0449A
Position #:(PSA)...
Developed by:.....DH
Reviewed by:.....SG
Approved by:.....LK
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UNIVERSITY OF RHODE ISLAND

POSITION DESCRIPTION

TITLE: Criminalist I (Quality Assurance)
DIVISION: Academic Affairs/State Crime Laboratory
REPORTS TO: Criminalist III (Quality Manager) and/or Director
GRADE: 10
SUPERVISES: Clerical staff; assistants as assigned.

BASIC FUNCTION:

Assist the State Crime Laboratory's Quality Manager and/or Director in coordinating the Laboratory's annual accreditation efforts. Assist in preparing, writing, maintaining and updating the technical manuals which document the State Crime Laboratory's administrative policies, safety and technical procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist the Laboratory's Quality Manager and/or Director in coordinating the State Crime Laboratory's accreditation efforts, including:

Working with Laboratory personnel, create, review and maintain laboratory technical manuals and training programs in order to comply with standards outlined in the International Organization for Standardization (ISO) 17025 Guidelines or another equivalent accreditation program.

Work closely with the Laboratory's Quality Manager and/or Director to assess the Laboratory's activities, policies and goals to determine compliance with ISO 17025 guidelines; to develop proofs of compliance for applicable standards and to assemble forms and proofs in a manner that will facilitate a review by accreditation inspectors; and to prepare for on-site assessments.

Coordinate and participate in periodic quality audits in order to verify scientific quality, and to assure quality control activities are implemented. Report any inconsistencies to the Quality Manager or Director; and make recommendations for improving the quality program of the Laboratory as required.

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OTHER DUTIES AND RESPONSIBILITIES:

Receive and return evidence using Laboratory Information Management System (LIMS), and oversee periodic audits of the evidence maintained within the Laboratory.

Perform an administrative review on laboratory analytical reports prepared by Crime Laboratory analysts to determine compliance with the requirements of the ISO standards and laboratory procedures.

Communicate with law enforcement and Laboratory personnel concerning their responsibilities in maintaining a quality system. Prepare and distribute surveys of client agencies to provide a feedback assessment of the delivery of services offered by the State Crime Laboratory.

Prepare and present lectures on the Laboratory's quality system upon request.

Maintain routine records and monitoring equipment pertaining to the quality system of the Laboratory. Prepare periodic statistics as required. Prepare periodic reports for granting agencies which provide external financial support for the Laboratory's quality system. Make recommendations for improving the Laboratory's quality system.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Must have working knowledge of personal computers, printers and word processing, data base management and spreadsheet software. Must have an understanding of Good Laboratory Practices (GLP). Certification by a recognized Laboratory Analyst program is preferred. Must be eligible for membership in the Association of Forensic Quality Assurance Managers (AFQAM): The position is subject to moderate lifting and requires the ability to travel to conference location within and out of state.

ENVIRONMENTAL CONDITIONS:

The potential exists where noise and vibrations may be encountered and the wearing of protective ear and eyewear may be required. May be exposed to organic and inorganic chemicals related to the cleaning and operation of the laboratory. May come in contact with biological fluids and associated biological pathogens, such as hepatitis B and HIV viruses.

QUALIFICATIONS:

Required: Bachelor's degree from an accredited college or university in a physical or natural science, such as chemistry, biology, biochemistry, forensic science or physics; professional or technical experience in a forensic science or a clinical laboratory; knowledge of Good Laboratory Practices (GLP) and of laboratory standardization methodology;

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a good working knowledge of forensic procedures utilized in a crime laboratory; eligibility for membership in the Association of Forensic Quality Assurance Managers (AFQAM); strong interpersonal skills and the ability to communicate effectively, both orally and in writing; ability to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; experience with personal computers, printers and word processing, database management and spreadsheet software; ability to prepare and deliver oral presentations before small, medium and large groups. **Preferred:** General knowledge of rules of evidence and courtroom procedures; certification by a recognized Laboratory Analyst program; general knowledge of the International Organization for Standardization (ISO) 17025 Guidelines or another equivalent accreditation program.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.