



Classification: Technical Leader (Criminalist Supervisor)

Title Code: V00514

Pay Range: 29

POSITION SUMMARY: The employee in this class is responsible for the quality assurance program for their assigned discipline in all applicable laboratories in the system. The Technical Leader will ensure the discipline operation, manuals, instruction, and forms conform to International Organization of Standardization (ISO)/International Electrotechnical Commission (IEC) 17025, ANSI National Accreditation Board (ANAB) accreditation, and Quality Management System (QMS) requirements. In addition, the Technical Leader assigned to the DNA discipline will ensure the discipline operation, manuals, instructions and forms conform to the Federal Bureau of Investigation's (FBI) Quality Assurance Standards (QAS). The employee must exercise independent judgment and discretion in contacts with others. General supervision is received from the immediate supervisor.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

In addition to the duties of a Criminalist within their respective discipline, the Technical Leader:

Reviews and revises policies and procedures in discipline-specific manuals and documents to ensure accuracy and compliance with current ISO/IEC 17025 and ANAB AR 3125 standards and Organization of Scientific Area Committee (OSAC) and the Academy Standards Board (ASB) indicated guidelines.

Communicates and troubleshoots with personnel when technical problems arise with instrumentation or analytical methods; and continuously assesses risk associated with laboratory activities and addresses processes that could impact the quality of testing.

Plans, assigns, coordinates, evaluates, and authorizes all training of new personnel in performing discipline specific tasks.

Mediates disputes that arise during the technical review of casework and communicate with discipline supervisor regarding the nature of the dispute; performs casework and peer review activities to maintain proficiency in the discipline; and researches, initiates, assesses risk, and reviews new workflows to address process inefficiencies.

Participates in the evaluation of new proposed software for the laboratory; works with vendors when evaluating products for discipline specific needs or troubleshooting quality control deficiencies; and participates in training activities to develop expertise in newly adopted software and databases within the division.

Coordinates monthly and annual meetings with discipline supervisors to promote team building mindset, discusses discipline activities, and identifies areas of concern; evaluates and discusses workload assessment and case distribution to promote process efficiency; and reviews, records, and maintains all external continuing education documents and works with supervisors to determine those eligible for annual training opportunities.

Participates in monthly meetings, coordinated by the Quality Assurance Manager, with other Technical Leaders in the division to discuss on going quality assurance measures, implementations of new software and/or processes, and upcoming assessment needs.

Reviews and documents all discipline proficiency test results with personnel and communicate with the Quality Assurance Manager when deficiencies exist in proficiency testing and initiate retesting, retraining, or revalidation for the deficiency.

Documents and communicates discipline specific accomplishments or deficiencies for the annual Management Review to the Quality Assurance Manager.

Initiates, researches, authorizes, and assigns newly validated methods; and reviews all methods utilized by the discipline to ensure they are fully validated and that all personnel are competent, proficient, and authorized to perform the required tasks.

Plans, schedules, and performs annual audits of the discipline at the direction of the Quality Assurance Manager; provides annual proficiency test order to the Quality Assurance Manager; and creates, maintains, and disseminates a proficiency testing schedule for each assessment cycle to ensure all discipline personnel maintain proficient status; and coordinates and plans all discipline specific activities during assessment to ensure all documentation is available to the Quality Assurance Manager.

Evaluates case intake for sub-disciplines activities for cost effectiveness and communicate any changes in testing workflows to impacted personnel; and works with the division staff to ensure continuity of service contracts and critical supply contracts for the discipline.

Investigates and documents all nonconformities, and when necessary, communicates them to the Quality Assurance Manager and addresses any corrective action necessary to ensure the quality of the testing.

Educates and serves as a liaison with laboratory personnel, other divisions, and other agencies regarding the testing capabilities within the discipline.

Reviews all testimony monitoring forms, and initiates retraining if necessary when deficiencies are identified.

Communicates changes in discipline testing to the Quality Assurance Manager, to include stopping case work due to pending corrective action, a need for further training, additional validation, or due to bringing new testing methods online.

Researches, proposes, and writes specifications for new instrumentation for the discipline.

Reviews proposed legislation with laboratory manager to evaluate the impact of new legislation on the discipline and complete associated fiscal notes.

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: In addition to the knowledge, skills, and abilities of a Criminalist within their respective discipline, the Technical leader must have:

Extensive knowledge of the scientific discipline.

Extensive knowledge of the procedures and methods used in the forensic analysis of submitted samples.

Extensive knowledge and practice of the safety rules and procedures associated with laboratory equipment and chemicals.

Extensive knowledge of the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Extensive knowledge of quality control procedures, proficiency testing, and competency tests.

Thorough knowledge of the accreditation program, to include ISO/IEC 17025, ANAB AR 3125 standards and OSAC and ASB indicated guidelines.

General knowledge of the principles of supervision.

Knowledge of the processes used to conduct periodic laboratory evidence inventories, as well as the documentation and correction of discrepancies.

Knowledge of the principles of laboratory quality control/quality assurance.

Knowledge of the scientifically acceptable procedures used in the calibration of instrumentation and procedures used to define, detect, and document technical problems.

Knowledge of the acceptable manner in which forensic science testimony should be presented and the ethical standards expected of forensic scientists.

Ability to perform work in accordance with prescribed procedures, makes accurate observations of test results, and prepare accurate records and reports.

Ability to prepare accreditation documentation.

Ability to organize and coordinate quality assurance audits of each functional area of the laboratory system.

Ability to gather, assemble, correlate, and analyze information critical to the respective discipline.

Ability to prepare, administer, and track internal and external proficiency tests.

Ability to determine current state-of-the-art techniques and testing protocols performed by forensic laboratories.

Ability to handle several projects simultaneously.

Ability to review and revise manuals.

Ability to develop methods and/or techniques to upgrade laboratory capability.

Ability to transport tools, equipment, and evidence.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to analyze recognize and identify minute details.

Ability to properly use laboratory equipment, computer and photography equipment, and chemicals.

Ability to perform job-related travel (e.g., appearing in court, observing crime scene investigations, attending training meetings and seminars.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language).

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to train others in the relevant discipline.

Ability to review the work of others and provide constructive criticism.

Ability to formulate logical, reasonable conclusions based on available factual information.

Ability to maintain composure while under cross-examination regarding personal and scientific qualifications and testify to laboratory findings in court.

Ability to establish and maintain effective working relations with others.

Ability to work with restricted, highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Must be classified as a Criminalist III and meet the educational qualification of a Criminalist III within the assigned discipline.

Meet the education and training requirements as defined by FBI QAS if assigned to the DNA discipline.

NECESSARY SPECIAL REQUIREMENTS: Must satisfactorily complete ISO/IEC 17025 technical assessor training within one year of appointment.

Must be a proficiency tested Criminalist in the assigned discipline.

Must submit to periodic random drug testing.

Must possess or obtain a valid Missouri Driver's License.

FLSA STATUS: Partial-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.