



CITY AND COUNTY OF DENVER
Career Service Authority
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<http://www.denvergov.org/jobs>

DENVER
THE MILE HIGH CITY

**INVITES APPLICATIONS FOR THE POSITION OF:
Forensic Quality Assurance Specialist**

An Equal Opportunity Employer

SALARY

\$56,031.00 - \$95,590.00 Annually

OPENING DATE: 07/28/10

CLOSING DATE: 08/11/10

THE POSITION

The Denver Police Department's Crime Laboratory currently has an available Forensic Quality Assurance (QA) Specialist position in the Quality Assurance Unit.

The Denver Crime Laboratory strives to aid victims through excellence in criminal investigation. In partnership with the rest of the Denver Police Department, the bureau employs a variety of men and women, civilian and police officers, to augment the investigation of criminal acts in order to make Denver a safer place to live.

The Denver Crime Lab is comprised of nine units, including the Crime Scene Investigations Unit, the Forensic Chemistry Unit, the Trace Evidence Unit, the Firearms/Toolmarks Unit, the Latent Print Unit, and the Photography Lab, the Forensic Biology/DNA section, the Quality Assurance Unit and the Crime Scene Volunteer Unit.

JOB RESPONSIBILITIES

This position performs specialized full performance work directing and administering the quality control, assurance and improvement program and technical operations for the Police Crime Laboratory. Duties for this position include but are not limited to:

- Develops and establishes policies and procedures for laboratory quality control and assurance, monitors practices to verify continuing compliance with lab standard operating procedures and national quality assurance and control standards and maintains and updates the laboratory quality manuals.

- Formulates and maintains quality control objectives and coordinates objectives with analytic procedures in cooperating with unit leads and analysts/detectives to maximize reliability and quality.
- Ensures the scientific validation or new technical procedures had been completed and documented correctly and monitors all personnel to ensure they are meeting applicable standards.
- Schedules and conducts external and internal quality system audits and oversees audits of all units of the lab set forth by accreditation bodies.
- Investigates technical problems, recommends actions to be taken to alleviate problem(s) and verifies implementation of recommendations.
- Administers lab training programs to each unit and coordinates discipline specific training and quality system training as appropriate.
- Collaborates with management personnel to target areas of local, state and federal funding that will improve the quality of the lab services and provide more rapid case analysis and reporting to investigators and attorneys. Prepares and submits grants in cooperation with management and other entities with the City and County of Denver.
- Testifies in court on the laboratory quality control procedures and systems and observes and maintains logs of courtroom testimony by scientific staff.

QUALIFICATIONS

Education: Baccalaureate Degree in Business Administration, Public Administration, Science, or a related field.

Experience: Three years of professional experience reviewing organizational policies, procedures, goals, and objectives and formulating recommendations for improvements which must include one year of experience in an accredited crime laboratory or International Organization of Standards (ISO) accredited laboratory system experience.

Education/Experience Equivalency: A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

ADDITIONAL INFORMATION To apply for this position, please select the apply button at the top of this page, or visit <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Forensic Quality Assurance Specialist CLASS#CA2191

Pay Grade: 810-A

Agency: Denver Police Department

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation.

Recruiters: TA

RESUMES MAY BE FILED ONLINE AT:
<http://www.denvergov.org/jobs>

EXAM #05552
FORENSIC QUALITY ASSURANCE SPECIALIST
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