# PRINCIPAL FORENSIC ANALYST

# Working Title: Quality Assurance Manager

**RECRUITMENT ID: 19827**

**CLOSING DATE:** Open Until Filled  **AGENCY** **HIRING RANGE:** $5,511 - $6,483 Per Month

**DEPARTMENT:** Attorney General, Division of Criminal Investigation, Crime Laboratory

**LOCATION:** Cheyenne

**CLASS CODE:** PSFC12

**FLSA:** Non-Exempt

**GENERAL DESCRIPTION OF WORK:** The Quality Assurance Work Unit Leader provides supervision and guidance to all of the working units of the State Crime Laboratory to ensure compliance with the accreditation quality standards of the International Standards Organization requirement #17025. These standards provide for compliance with 450 different quality requirements ensuring that the scientific testing done in the State Crime Laboratory meet the legal requirements of the criminal justice system.

**ESSENTIAL FUNCTIONS:**

* Maintain the quality assurance program for the Wyoming State Crime laboratory; supervise, coordinate and evaluatesactivities of laboratory staff engaged in the examination, analysis, comparing and identification of physical evidence.
* Review quality assurance instructions to determine method of conducting inspections and tests; direct workers in quality assurance inspection and testing to assure that established regulatory standards are met.
* Review reports and confers with quality assurance standards and management to solve work-related problems.
* Review quality assurance instructions to determine method of conducting inspections and tests; direct workers in quality assurance inspection and testing to assure that established regulatory standards are met.
* Prepare and present for approval, all policies and procedures relevant to newly issued standards in the quality assurance process to the laboratory's management and accrediting body for approval; recognize potential problem and compliance issues in the quality and management systems, develops solutions and provides these to the laboratory's management and accrediting body for approval.
* Collect physical evidence from crime scenes and return it to the crime lab for evaluation; conduct scientific testing on evidence submitted within area(s) of expertise and competency; testify in court as an expert witness.
* Accomplishes division’s goals and objectives through revision of the Laboratory’s Management System.
* Attend continuing education classes and seminars in supervision and area of expertise to continually update level of expertise to maintain proficiency certifications.
* Assist laboratory director with responsibilities regarding priorities, resources, training and scheduling; other duties as assigned as the workload will vary with the needs of the Crime Laboratory and the needs of other clients serviced by the Office.

**KNOWLEDGE AND SKILLS:**

* Thorough knowledge of accreditation requirements, quality assurance principles and performance based auditing; interpersonal/management skills to accomplish quality goals regarding staff work practices and laboratory management.
* Knowledge of technical areas of expertise; scientific, quality assurance and safety policies and procedures.
* Knowledge of forensic science; laboratory practices, procedures, techniques and standards.
* Knowledge of division policies, procedures, goals and objectives.
* Knowledge of criminal law and the criminal justice system.
* Skill in
* leadership qualities; supervision, auditing and motivation of others.
* Skill in problem recognition and resolution.
* Skill in verbal and written communication.
* Skill in interpersonal relations and the ability to bring people together to work towards a common goal.
* Ability to explain quality assurance and safety issues to a layperson and lab staff in understandable terms.
* Ability to use tools and chemicals associated with the position (i.e. laboratory instruments, laboratory chemicals, crime scene equipment).
* Ability to develop short and long term planning.
* Ability to accomplish goals and objectives within available resources.
* Ability to perform tasks without supervision.
* Ability to maintain confidentiality is all aspects of work.

**NECESSARY SPECIAL REQUIREMENTS:**

* Qualification as an American Society of Crime Laboratory Directors/Laboratory Auditor, FBI Quality Assurance training, or equivalent training within one year of employment.
* Required to participate and submit to random drug and substance abuse testing.
* Ability to travel statewide in all weather conditions.
* Ability to work overtime as required.
* Ability to be on-call for crime scene/clandestine laboratory assistance.
* Ability to work crime scenes which could involve climbing, crawling, squatting, laying.
* Successful applicants are required to pass an extensive background investigation.

**PREFERENCES:** Preference will be given to candidates with a bachelor’s degree in chemistry, biology, or forensic science, plus 5-7 years of progressive work experience in laboratory forensics with acquired knowledge at the level of Senior Forensic Analyst.

**\*Please view the Class Specifications (Class Code PSFC12) and the State required Minimum Qualifications for this vacancy at:** [**http://statejobs.state.wy.us/lookup.aspx**](http://statejobs.state.wy.us/lookup.aspx)

**NOTE:** The Wyoming Office of the Attorney General offers a competitive benefits package including: Medical, Dental and Life Insurance, paid vacations and sick leave, paid holidays, State Retirement and Deferred Compensation Program, Longevity pay and opportunities for advancement.

**APPLICATIONS:** For more information or to apply online go to <http://statejobs.state.wy.us/JobSearchDetail.aspx?ID>=19827 or submit a State of Wyoming Employment Application to the Human Resource Division, Emerson Building, 2001 Capitol Avenue, Cheyenne, WY 82002-0060, Phone: (307)777-7188, Fax: (307)777-6562, along with transcripts of any relevant course work. The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities. No notice of eligibility will be sent to applicants who meet the minimum qualifications.

**DATE RELEASED: 04-13-2012**