HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Forensic Laboratory Quality Manager

Job Code: U8804
Pay Grade: UJ
Pay Scale: $99,903.24-$149,854.86 Annually
Exempt: Yes

OVERVIEW

Perform forensic operational and strategic managerial duties to ensure the Sheriff's Office forensic laboratory system and its members operate in accordance with the Forensic Quality Assurance Manual, General Orders, and standard operating procedures (SOPs) within the Forensic Services Bureau.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Manage complex forensic operations and interact in a leadership role with forensic professionals.
- Supervise the work of assigned staff by directing their activities to achieve established organizational goals and objectives; coordinating functions; assigning, monitoring, and reviewing work; and evaluating performance while providing training, counseling, and initiating corrective action as needed, including termination.
- Schedule and coordinate internal and annual quality audits of each technical area of the laboratory.
- Report and follow-up on corrective actions of any nonconformities found in the Sheriff's Office laboratory quality system.
- Be responsible for approving the remediation of technical issues and the evaluation and resolution of any less than satisfactory proficiency test results or technical problems in case examinations.
- Conduct periodic consultations in developing and maintaining a Sheriff's Office Forensic Quality Assurance Manual and Methods Manuals that establish guidelines for each analytical service.
- Ensure the laboratory system obtains/maintains ISO/IEC 17025 accreditation.
- Follow-up with laboratory system technical areas on disclosures of non-compliance.
- Identify and report non-compliance issues to the Director of Forensic Services and to the ANSI National Accreditation Board (ANAB).
- Collect, evaluate, and analyze data to develop alternative recommendations, solve problems, document workflow and other activities relating to the improvement of forensic operations and practices.
- Report to Director of Forensic Services on the performance of the quality management system and recommend improvements where needed.
- Ensure an adequate and extensive program of competency-based education and training for forensic members.
- Conduct a periodic needs assessment for the purpose of long-range planning.
- Manage the laboratory information management system (LIMS) and document control programs for the laboratory.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of the principles and practices of management and process management.
- Extensive knowledge of the functions, services, procedures, and regulations of the area to which assigned.
- Extensive knowledge in developing training programs for forensic disciplines.
- Considerable knowledge of federal, state, and county criminal laws and ordinances pertaining to the collection and use of physical evidence.
- Considerable knowledge of court proceedings and expert testimony.
- Knowledge of forensic laboratory management and operations, ISO/IEC 17025, and other related ISO standards and accreditation requirements.
- Ability to plan, organize, and supervise the work of others.
- Ability to establish and maintain effective and cooperative internal and external working relationships with those contacted in the course of work.
- Ability to analyze data and present ideas and information effectively, both orally and in writing.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to maintain confidentiality in all quality and accreditation matters.
- Ability to keep up with the current/emerging technology in the forensic sciences and criminology fields.
- Ability to take a long-term view and recognize opportunities to help the organization accomplish its objectives.
- Ability to use a computer and related software.
- Ability to safely operate a motor vehicle.

SKILLS

- Sound Judgment
- Evidence Management
- Laboratory Information Management System (LIMS)
- Scientific Knowledge
- Critical Thinking
- Laboratory Documentation
- Regulatory Compliance
- Constructive Feedback
- Forensic Sciences
- Performance Development
- Forensic Analysis
- Method Validation
- Expert Testimony
- Laboratory Operations

WORKING CONDITIONS

- Work within a laboratory environment within a law enforcement agency.
- Work with items of evidentiary value, which may contain body fluids (e.g., blood, saliva, semen) that have been processed with chemicals that are known to be carcinogenic or toxic.
- View objectionable images and/or disturbing situations.
- Remain in a stationary position for extended periods of time at a keyboard or workstation and/or microscope.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- May be required to work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the

Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor's degree or higher from an accredited institution of higher education with a major in criminal justice, forensics, natural science, or a closely related field.
- Ten years of experience in an accredited forensic laboratory.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Experience in both comparative and analytical forensic disciplines to include Chemistry or Biology/DNA.
- Experience in any LIMS (e.g., JusticeTrax).