

LABORATORY DIRECTOR
MS-401-15

INTRODUCTION

This position is located in the Office of the Deputy Mayor for Public Safety and Justice (ODMPSJ) in the Department of Forensic Sciences (DFS). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

POSITION CONTROL

The incumbent works under the direct supervision of the Director, Department of Forensic Science, who defines overall objectives to be achieved, coordinates resources, and relies on the incumbent's expertise when coordinating, and accomplishing program objectives. Work is performed independently, within the latitude of established policies. Work is reviewed for conformance to standards, guidelines, feasibility, and effectiveness in meeting the objectives, deadlines, and expected results.

Guidelines include policies and procedures of DFS; governing laws and regulations of the District and Federal government, Mayor's Orders, instructions, and the Deputy Mayor's policy and priorities. Relevant legislation and standards include documents and resources from American Society Crime Lab Director (Lab Accreditation Board) (ASCLD), Forensic Quality Services (FQS), American Society Testing Materials International, Inc. ASTM, American Association for Laboratory Accreditation (A2LA), Clinical Laboratory Improvement Amendments (CLIA), Centers for Disease Control (CDC), National Institute of Standards and Technology, International Standards Organization (ISO), forensic community working groups, international standards relevant to forensic science, and others. Sound judgment is exercised when selecting, interpreting, or adapting available standards and guidelines to specific issues or subjects. Many situations are not covered by the guidelines, and therefore, require interpretation and adaptation.

DUTIES AND RESPONSIBILITIES

Provides scientific and project management expertise to identify, address and coordinate forensic science operation initiatives. Reviews and analyzes legislative and policy proposals that affect the department's interest and advises on its impacts.

Creates and implements all strategies, policies, procedures and best practices needed to support the optimal performance of the laboratory. Assures the proper implementation of scientific and technical procedures and policies in relations to test offerings and new products development.

Plans and implements laboratory policies, procedures, and services for the quality control; and ensures

efficient and effective departmental operations, and adherence to regulatory compliance. Oversees the direction of program operations, special projects and provide assistance in the implementation phases.

Responsible for short and long term goals of laboratory efforts in support of program-driven milestones; and oversees laboratory safety compliance; and manages the hazardous waste disposal.

Works with non-District agencies to benchmark best practices for various forensic specialties.

Analyzes the expected impact of contemplated budget revisions, operational assessment, economic trends, or directives from higher echelons on the assigned projects and take independent action to minimize adverse effects and provide information to the Director; and assists in building capital and operational budgets.

Provides assistance in writing grant applications and monitors the work charged to grant funds.

Manages the laboratory equipment calibration and maintains and ensures laboratory equipment is in proper working order and adheres to maintenance and calibration schedules.

Writes, reviews, and approves out-of-specification (OOS) and out-of-trend (OOT) investigation.

Ensures that all records/documentation is properly maintained and that the laboratory is sanitized appropriately.

Serve as advisor and consultant to the Chief of Police and other executive staff on matters related the consolidated laboratory. Also interacts with internal and external stakeholders, regulatory agencies and other laboratories.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery knowledge of forensic laboratory accreditation, standards, and guidelines; extensive knowledge of the tools necessary to evaluate forensic quality processes; and the ability to establish new standards and assists with identify training needs and resource requirements for the agency.

Mastery knowledge of, and skill in applying analytical and evaluative methods and techniques to conduct in-depth research of operational/program issues; to review and analyze complex reports; to develop necessary plans; and to prepare clear, in-depth reports of studies and recommendations.

Expert knowledge of quality assurance and quality improvement methods and techniques; and knowledge of public health accreditation standards and quality processing method that is crucial as well as beneficial to the quality assurance program.

Comprehensive knowledge of forensic science policies, procedures and practices sufficient to effectively provide guidance and assistance in the direction of a cohesive quality assurance program.

Demonstrated ability to oversee and coordinate short, medium, and long-range operational activities of an operational forensic and public health laboratory.

Demonstrated experience and ability to provide leadership in a supervisory capacity.

Excellent communication skills both orally and in writing with top management officials, representatives of cluster agencies, federal government and private sector officials; and skill in articulating concerns and positions on sensitive and complex issues, both orally and in writing. Ability to listen to, work with, and elicit cooperation among and from others.

Demonstrated expertise in exercising tact, diplomacy, discretion, originality and persuasive techniques to develop, present and explain controversial facts, views and options to high level government officials.

Demonstrated skill and ability to use a PC and software packages (e.g., Microsoft Word, Excel, Access and Power Point, etc.) and software applicable to various reporting systems.

Ability to develop methods of laboratory experimentation, and to apply knowledge of scientific theory and computer capability.

SPECIAL REQUIREMENTS

This position's duty station will be housed within the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable. Due to the handling of primary evidence, the applicant will be required to submit a buccal swab for the purposes of the DNA Quality Control database for the DFS.

The nature of the DFS mission necessarily involves the potential risks associated with biological or chemical hazards, including morgue functions. Although contact with these functions is intended to be minimal, the risks are nevertheless possible; training to recognize, address, and mitigate these risks is required as is dealing with potentially personally difficult topics, such as crime, death, and disease.