

Classification Title: CCBI Crime Laboratory Quality Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Oversees the quality function of the CCBI Crime Laboratory Division by coordinating all the activities required to maintain accreditation standards. Manages all aspects of the technical operations of two units of the CCBI Crime Laboratory and ensures adherence to strict scientific methodology and quality assurance procedures.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Performs technical review and final approval of all analyses and reports issued by the Drug Chemistry and DWI Blood Chemistry units. Evaluates courtroom testimony of the Chemists and evaluates, hires and trains Chemists.
2	L	Develops and maintains technical procedures and training procedures. Oversees research for grant applications and prepares documents to justify budget allocations for each unit.
3	L	Serves as the CCBI Crime Laboratory Chemical Hygiene Officer. Develops and maintains chemical hygiene plan and provides training to new Chemists.
4	M	Ensures that all required quality manuals are created, maintained and kept up to date and evaluates the effectiveness of all policies and procedures. Manages the laboratory Safety Program and Health Safety Manual.
5	M	Manages and troubleshoots all scientific instruments and ensures maintenance is performed and documented. Evaluates instrument vendors for accreditation compliance and schedules calibration and maintenance.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor’s degree in Chemistry or related field.
Experience	Eight years experience in forensic drug chemistry and toxicology.

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Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	NCDHHS Permit to Perform Chemical Analysis of Blood, ASCLD/LAB Certified Technical Assessor, and valid driver's license and "safe" driving record.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives broad direction.
Budget Responsibility	Does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing working quality, training, instructing, and scheduling of work.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORKAIDS:

Analytical balance, floor scale, various laboratory glassware and equipment, hot plate/stirrer, refrigerator, freezer, oven, ultraviolet / visible spectrophotometer, infrared spectrophotometer, gas chromatograph, autosamplers, mass selective detector, compressed gas cylinders, polarizing microscope, stereomicroscope, centrifuge, Tecan workstation for immunoassay, positive pressure manifold, pH meter, vortexer, pipettors, Laserjet printers, deskjet printers, Internet, Word, Excel, Lotus Notes, OSSI, Chemstation, Spectrum, Magellan, Evoware, Navitrak, Powerpoint, Access

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

Fume hood, biosafety cabinet, lab coat, gloves, safety glasses, particle mask