



Job Details

Job Title: Supervisory Quality Assurance Specialist

Grade/Salary: MS-1910-14, Starting Salary \$114,441

Company: Department of Forensic Sciences (DFS)

Number of Openings: 1

Location: 401 E Street SW,
Washington, DC 20024

Tour of Duty: Monday – Friday, 8:30am – 5:00pm

Benefits: Health Insurance
Dental Insurance
Life Insurance
Vision Insurance
401(a) & 457
Annual & Sick Leave

Job Description: This position is located in the District of Columbia Government, Department of Forensic Sciences (DFS). The Supervisory Quality Assurance Specialist (Quality Assurance Officer) will be directly accountable to the Director for the administration and oversight of the Department of Forensic Sciences Quality Assurance Program. The incumbent is responsible for quality related functions of the agency by addressing and maintaining accreditation needs, quality assurance and certification aligned with the service delivery models of the Forensic Sciences Laboratory (FSL), Crime Scene Sciences (CSS) and Public Health Laboratory (PHL) Divisions.

The Quality Assurance Officer provides leadership and oversight of the Department's Quality Assurance Program by monitoring continuing compliance with Agency and Divisional policies, accreditation and certification standards, and any supplemental requirements. The incumbent establishes and maintains uniform policies and procedures and systems for records management. Assists with establishing measurable program standards for evaluating program performance, aligning resources, and achieving accreditation from relevant accreditation bodies. Further, routinely monitors quality assurance activities to achieve agency goals and objectives.

Additionally, the incumbent oversees and/or coordinates the proficiency testing program to ensure timely ordering and distribution of proficiency tests and testing results from test providers as well as submission of testing records to the appropriate accreditation bodies throughout the year. Oversees and/or coordinate

the maintenance of management system documents (i.e., proficiency testing records, audit records, management review records, etc.). Oversees and/or coordinates internal audits and management reviews, provides oversight to internal/external quality assurance reviews and audits, and address findings and root cause

with appropriate recommendations, corrective, and preventative actions. Develops and designs quality systems and processes to meet organizational objectives and plan for continuous improvement.

To Apply:

To be considered for this employment opportunity, you will be required to submit a formal application. Please visit the DC Careers website at: <https://careers.dc.gov> (reference Job ID #28398). We look forward to reviewing your application!