

The Idaho State Police Forensic Services Laboratory Improvement Manager/System Quality Manager provides technical laboratory improvement for three Idaho State Police (ISP) Forensic Laboratories statewide - Coeur d'Alene, Meridian, and Pocatello. This position is responsible to insure that ISP Forensic Laboratories meet national and international forensic laboratory quality standards and correct nonconformities discovered during the formal accreditation assessment and internal audits.

Please view complete job information online at www.isp.idaho.gov/hr then click employment opportunities on the left-hand side of the page. Secondly, you can also view this posting online at [Click Here](#).

All Idaho State Police Forensic Laboratories are accredited by A2LA and to the ISO 17025 Standard. State Police Forensic Laboratories serve state, local, and federal law enforcement agencies; state and county prosecutors; and public defenders.

You must attach your unofficial college transcripts to this application by the closing date. Applications without the supporting transcripts will not be accepted.

PLEASE NOTE: The successful applicant will be required to complete a background investigation and polygraph examination, which includes drug screening. Please review the [ISP Drug Policy](#) and [ISP Grooming and Appearance Standards](#).

EXAMPLE OF DUTIES:

Responsibilities:

- Maintain, update, interpret, and enforce the quality manual
- Review and approve training manuals that meet current quality standards
- Review and approve the standard operating procedures (SOPs) written by the discipline leaders
- Ensure the validation of new technical procedures
- Investigate technical (casework and/or proficiency testing) problems or other deviations from the quality system
- Investigate and document nonconforming work, propose/monitor corrective actions and verify their implementation
- Administer proficiency testing, oversee and evaluate results, and respond to discrepancies
- Provide guidance, direction, and evaluation on required quality standards to forensic discipline leaders
- Schedule, perform, and document quality audits of all three laboratories to insure compliance with internal and external quality standards, and insure corrective action is performed
- Prepare and submit the laboratory accreditation applications and conformance files
- Perform annual review of the quality system
- Coordinate with the health and safety officers to insure that the Health and Safety manual is up-to-date, that safety audits of the three labs are performed annually, and the laboratories are following laboratory practices that protect the health and safety of all staff
- Maintain training records and oversee ABC certification
- Follow analytical methods, quality and safety procedures, and review casework
- Review major deviations, approve administrative procedure deviations, and retain documentation
- Maintain a register of approved subcontractors and verification documentation for the completion of subcontractors

- Maintain the quality portions of the ILIMS systems and assist in the Internet Laboratory Information Management System (ILIMS) administrator as necessary

MINIMUM QUALIFICATIONS:

Education:

- Completion of the core requirements of a bachelor's degree in chemistry, forensic science, or related science from an accredited college, and approximately five years journey-level work experience in a certified laboratory doing complex quality assurance and quality control processes applicable to analytical chemistry or comparative science, that required application of private accreditation and/or federal and state regulations pertaining to either air and water quality and hazardous materials testing or forensic laboratory work
- OR completion of the core requirements of a Master's of Science degree in chemistry, forensic science, or related science from an accredited college, and approximately four years journey-level work experience as listed above

Some knowledge of:

- Management practices

Experience:

- Supervising and evaluating laboratory staff activities, identifying training needs, and arranging for or conducting training
- Interpreting, applying and explaining federal, state, or other requirements governing laboratory certification/accreditation
- Reviewing testing and quality control and assurance system data to determine laboratory performance and compliance
- Positions may require one of the following: experience performing complex microbiological, chemical or clinical laboratory analyses
- Or experience conducting training in methods and procedures for analyzing and identifying criminal evidence and testifying in court to interpret, demonstrate, and defend scientific findings

Extra Credit:

- A Bachelor's Degree, Master's Degree, or Ph.D. in a physical science (i.e. Biochemistry, Chemistry, Biology, Zoology, Physics)
- Any experience working in a International Organization for Standardization (ISO) accredited Forensic Science laboratory

SUPPLEMENTAL INFORMATION:

Laboratory Improvement Managers provide technical laboratory improvement for a central laboratory and geographically separated statewide branch laboratories. Responsibilities involve incorporating new technology, and addressing accreditation concerns, quality assurance, and quality improvement issues. The focus of this classification is managing the direction toward future innovation and required laboratory change.

ISP has a salary plan called Project CHOICE (Creating Hope, Oppportunity, and Incentive for Career Employment) designed to provide incentives for recruitment and retention. The Project CHOICE plan distributes pay increases to employees for the attainment of certificates and other

achievements relevant to their job class and the ISP mission. The purpose of Project CHOICE is to attract potential applicants to the ISP workforce, retain the workforce already in place, and reward employees who take on additional duties or tasks, and who work to better themselves in academic and professional settings.

Forensic scientists and lab management personnel earn CHOICE pay increases for a variety of discipline specific achievements related to skill acquisition. A few of these are listed below:

- Bachelor Degree - \$1.25/hour
- Master Degree - \$1.75/hour
- Doctorate - \$2.25/hour (only the highest college degree attained is awarded)
- Completion of Probation/Independent Casework- \$1.00/hour
- Proficiency Test in two Disciplines - \$.30/hour
- Clan Lab/Crime Scene - \$.45/hour
- Serve as an ISO 17025 or ISO 17020 Assessor - \$.30/hour
- Forensics Specialty Areas Certification: \$.50/hour for up to 2 areas of expertise
 - American Board of Criminalistics (ABC) Diplomate
 - ABC Fellow in a Specialty
 - International Association for Identification (IAI) Latent Fingerprint Analyst
 - Association of Firearm & Tool Mark Examiners (AFTE) Firearms Examiner or equivalent
 - American Board of Forensic Toxicology (ABFT) or equivalent
 - IAI Footwear Examiner
- Lab Safety Officer - \$.30/hour
- Deputy Quality Manager - \$.30/hour
- CODIS Administrator - \$.30/hour