



**CITY OF**  
**SCOTTSDALE**

**Police Quality Assurance**  
**Coordinator**  
PUBLIC SAFETY-POLICE

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**SALARY:** \$66,352.00 - \$96,512.00 Annually

**CLASSIFICATION:** Unclassified

**STATUS:** Full-Time Regular

**FLSA:** Exempt position, not eligible for overtime compensation.

**OPENING DATE:** 09/09/22

**CLOSING DATE:** 10/07/22 11:59 PM

**INTRODUCTION:**

Located in the beautiful Sonoran Desert, Scottsdale, Arizona is bordered by Phoenix to the west and the McDowell Mountains on the east. Scottsdale is annually rated among the nation's most desirable communities to live in, visit and do business in. Check out more about [Scottsdale](#).

The application and supplemental questions are an integral part of the selection process and must be completed in full in order for you to be considered as a candidate. Please complete each section and answer all questions as thoroughly as possible. **DO NOT state "See resume" in lieu of answering.** Unanswered questions, incomplete responses, omissions, or partial information may result in disqualification from the selection process.

**About The Position**

Serves as the Police Quality Assurance Coordinator within the Forensic Services Division. The Quality Assurance Coordinator supports the Forensic Services Director with the coordination and compliance of the quality management system and ensures that all planned and systematic activities implemented within the system are established, implemented, and maintained in conformance with the international and supplemental accreditation requirements.

**Selection Process**

Applicants whose education, training and experience most closely meet the needs of the position may be invited to participate in a selection process to include a panel interview. Final selection is contingent upon a background investigation which includes:

- Fingerprinting\*
- Motor Vehicle Department Records Check
- Polygraph\*

Successful candidates will receive a post-offer, pre-employment:

- Drug Screening

The timeframe for reapplication with the Police Department varies based on the position and the needs of the organization.

**MINIMUM QUALIFICATIONS:**

**Education and Experience**

- A Bachelor's Degree in a Biology, Biochemistry, Chemistry, Forensic Science (Criminalistics), or a closely related field from an accredited educational institution.
- Five years of experience as a Forensic Examiner, Crime Scene Specialist, Forensic Scientist, Technical Leader, or related experience in a laboratory actively engaged in forensic sciences and/or served in a quality assurance role.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.

**Licensing, Certifications and Other Requirements**

- Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

**ESSENTIAL FUNCTIONS:**

*Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:*

- Ensures that identified problems are brought to the attention of the appropriate senior laboratory personnel. Makes recommendations for change based on findings.
- Oversees, monitors, and maintains the quality assurance program to meet the appropriate accreditation standards.
- Controls, maintains, and updates the quality assurance manual.
- Selects and applies established Quality Assurance (QA) operating procedures, accepted methods, and practices (e.g. statistical sampling, surveillance, and auditing procedures), using generalized instructions, procedural guides, or precedent material from similar assignments and makes independent determinations on procedural acceptability.
- Responds to assessment findings and coordinates and/or participates in process improvement initiatives.
- Briefs management on the results of audits or reviews, highlighting any unsatisfactory trends or conditions. Manages the quality assurance meetings of the Division, providing a forum for a discussion of critical issues and concerns.
- Prepares correspondence and annual accreditation audit documentation by the annual anniversary date.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Most work is performed in a City office environment.
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand, and eye movement.

[Click here](#) to review the entire job description.

**The City of Scottsdale reserves the right to change this process at any time.**

**EQUAL EMPLOYMENT OPPORTUNITY:** It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity, or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a

reasonable accommodation by contacting HR Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491. *This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*

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FILE APPLICATIONS ONLINE AT:  
<http://www.scottsdaleaz.gov>

Position #FY2223-00124  
POLICE QUALITY ASSURANCE COORDINATOR  
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OUR OFFICE IS LOCATED AT:  
9191 E. San Salvador Dr.  
Scottsdale, AZ 85258  
(480) 312-7230  
[dolson@scottsdaleaz.gov](mailto:dolson@scottsdaleaz.gov)

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