

Forensic Quality Assurance Manager

Charleston County Government



Forensic Quality Assurance Manager

Our Center is seeking a highly skilled and experienced Forensic Quality Assurance Manager to oversee the implementation, coordination, maintenance and compliance of our quality management system.

The ideal candidate will be someone who takes action in solving problems while exhibiting judgement and a systematic approach to decision making. They will identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternate solutions that result in effectiveness.

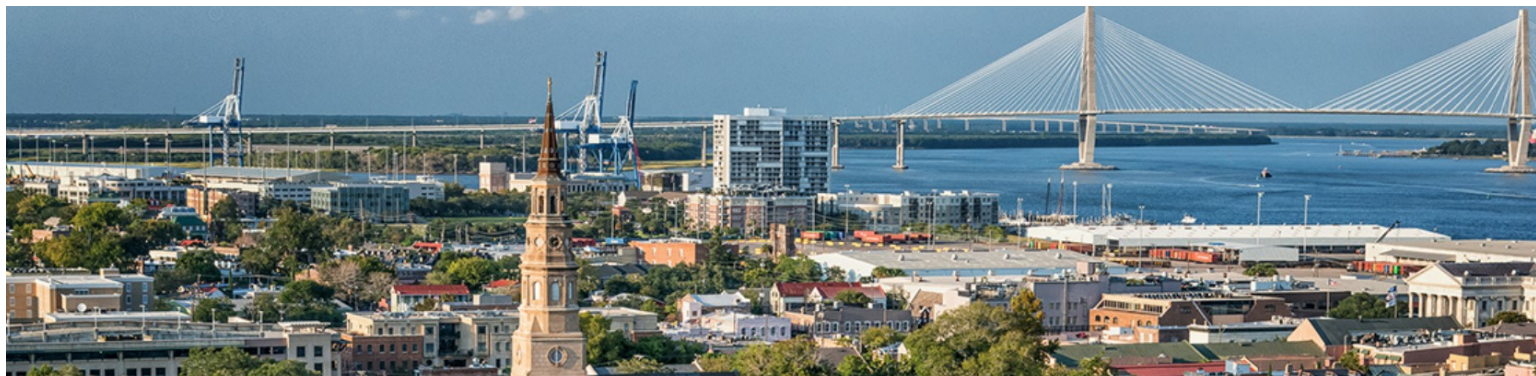


Tri-County Biological Science Center

With the support of Charleston County Council, the Public Safety Directorate has embarked on an aggressive plan to build a state-of-the-art forensic DNA testing laboratory, the Tri-County Biological Science Center. The center will serve as a solution to provide the regional criminal justice system with timely DNA analysis services. While the project is a Charleston County initiative it is the result of a committed partnership with Charleston, Berkeley, and Dorchester counties. The Tri-County Biological Science Center is a proposed 15,000 square foot building which will include administrative and laboratory spaces. The building will be located at 3765 Leeds Avenue in North Charleston.

Upon building completion, the laboratory will undergo a rigorous validation, training, and accreditation phase. Once accreditation is achieved, staff can begin the analysis of evidentiary items. The laboratory will provide analysis of physical evidence for law enforcement agencies, identification of bodily remains for coroner's offices and expert testimony to the judicial system.

It is the intention of the Public Safety Directorate and its partners, to create a laboratory that will provide a range of services to the entire tri-county and the citizens it serves. The laboratory will be founded on the principals of impartiality, transparency, partnership and public service. While this is an ambitious project that will require a great deal of time and resources, it will be transformative for the Tri-County region's criminal justice system.



Forensic Quality Assurance Manager

ABOUT THE POSITION

The Forensic Quality Assurance Manager is a key member of our team, responsible for ensuring the highest level of quality in our laboratory operations. The successful candidate will oversee, monitor, and maintain our quality assurance program, ensuring that it meets international and supplemental accreditation requirements. They will review accreditation criteria, laboratory conformance, potential quality issues, standard operating procedures, and laboratory safety issues, among other miscellaneous quality functions.

In this role, the Forensic Quality Assurance Manager will act as a liaison between management and pertinent entities to enact accreditation compliance and respond to assessment findings while coordinating remediation initiatives. They will administer the proficiency testing program in the laboratory as well as maintain the calibration program for all laboratory equipment. Additionally, they will act as the lead assessor during internal audits of laboratory operations against accreditation standards as needed.

The incumbent will ensure laboratory personnel, employee training, certification, technical and quality records are appropriately maintained in the laboratory's document management system. They will be responsible for maintaining casework competency, and technically and administratively reviewing casework to ensure that established laboratory procedures are used to form the basis for scientific conclusions. They will also monitor laboratory practices to verify continuing compliance with all policies and procedures.

ABOUT THE CANDIDATE

The ideal candidate will have a strong background in biology, chemistry, biochemistry, genetics, molecular biology or forensic science, with a graduate degree being preferred. Additionally, completed degree coursework to meet FBI Quality Assurance Standards (QAS) for an analyst is also preferred.

The successful candidate will have at least five years of professional experience in an International Organization for Standardization (ISO) accredited forensic science laboratory, as well as experience in a lead capacity overseeing quality activities of professional forensic science laboratory personnel. They will have training in ISO/IEC 17025 accreditation standards and completed internal/external assessor training. Certification by the American Board of Criminalistics (ABC) and membership in the Association of Forensic Quality Assurance Managers (AFQAM) are both preferred.

The Forensic Quality Assurance Manager will need to be an analytical problem solver, able to prioritize and complete multiple assignments in a timely manner while responding positively to a work environment that will change day-to-day. They will need to demonstrate sound time-management skills and embrace change. They will have the responsibility to train, motivate and monitor the effective work of staff. They will need to create positive energy in individuals and groups while utilizing high-level conflict resolution skills. Finally, they will need to display awareness of upcoming changes in forensic laboratory accreditation and standards.

If you meet these qualifications and are looking for a challenging and rewarding career, please submit your resume and cover letter to our Center today!



Charleston County Government

MISSION

We will promote and protect the quality of life in Charleston County by delivering services of value to the community.

VALUES

- Trust
- Commitment
- Communication
- Versatility
- Accountability
- Teamwork
- Safety
- Diversity
- Customer Service Excellence

ABOUT CHARLESTON COUNTY GOVERNMENT

Charleston County is a culturally diverse and progressive local government that serves its citizens through 43 departments and offices. The legislative and policy-making body of the county is the nine-member County Council, elected from single member districts for staggered four-year terms beginning on January 1 following the general election. The Council elects a Chairman and Vice-Chairman for a one-year term at its first meeting in January following the general election. Additionally, other elected officials within Charleston County include the Auditor, Clerk of Court, Coroner, Probate Judge, Register of Deeds, Sheriff, Solicitor and Treasurer. The primary areas for which County Council sets policy are the community vision, organizational mission, County Administrator's authority, and how County Council business is conducted.

The Lonnie Hamilton III Public Services Building, located at 4045 Bridge View Drive, North Charleston, South Carolina, serves as the primary administrative office building of Charleston County Government. The Clerk of Council, County Attorney, Internal Auditor, and County Administrator directly report to County Council, which also appoints the Library Board. The County is well-known for being fiscally responsible, stable, well-managed, and technologically advanced.

In recent years, Charleston County has accomplished several major projects, including the opening of the Lonnie Hamilton III Public Services Building, the restoration of the Historic Statehouse/Courthouse to its 1792 era, the construction of a new Judicial Center, the renovation of the Blake Tenement House, the expansion of the Cumberland Street Parking Garage, the construction of a new Materials Recovery Facility, construction of a new John's Island Library and new facilities for Emergency Medical Service and Magistrate's Courts in several areas of the county.

Charleston County employs over 2,700 staff members who work towards providing public service in an environment that recognizes both the need for fiscal responsibility and the desire to maintain excellence. The County has won dozens of local, state, and national awards for its innovative programs and services.



Charleston County Public Safety Directorate

The Charleston County Public Safety Directorate works toward improving the quality of life for Charleston County citizens, visitors, and the business community through collaborations, public safety awareness training, crime prevention education, emergency responses, disaster preparedness, criminal justice reform, and intelligent community policing strategies.



Awendaw McClellanville Fire District

The Awendaw McClellanville Fire District provides fire and life safety services including: Medical First Responder, Rural Search & Rescue, Auto Extrication, Wildland Fire Suppression, Fire Inspection and Public Fire Education services to the citizens of the unincorporated areas of Charleston County north of Mount Pleasant. Serving 365 square miles with a suburban/rural interface, federal forest land and coastal areas, the Fire Department's direct service area includes Awendaw, Boone Hall, McClellanville, South Santee, and Germantown areas.



Consolidated 9-1-1

The Charleston County Consolidated Dispatch Center began operations in 2009 to provide emergency communications for 8 Law Enforcement and 18 EMS, Fire, Rescue and Emergency Management Departments within our County. The Center's operations are overseen by a Board made up of Law Enforcement, Fire and EMS Chief Executive Officers. The Center receives emergency requests from the public through 911 calls, 911 texts and messages sent via 911HelpMe.com. The Center also processes non-emergency calls for service (i.e., lost wallet) on a 10-digit telephone line.



Emergency Management

Charleston County's Emergency Management Department (EMD) provides leadership and assistance in an effort to reduce the loss of life and property in Charleston County from a variety of man-made and natural hazards through an effective emergency management program based on the Four Phases of Emergency Management: mitigation, preparedness, response and recovery.



Emergency Medical Services

The Charleston County Emergency Medical Service Department (CCEMS) provides medical care and transportation to hospital emergency departments for citizens and visitors to Charleston County. CCEMS also provides field emergency medical support services which require specialized training and equipment; support to hazardous materials response teams and hazardous materials clean-up operations throughout the county and assistance to area law enforcement agencies through the nationally recognized Special Weapons and Tactics Medic program.



Criminal Justice Coordinating Council

We are a collaboration of elected and senior officials, law enforcement leaders, judicial and court leadership, behavioral health professionals, victim and legal advocates and community leaders. We utilize data to identify system challenges, enact solutions and monitor progress with an ongoing commitment to accountability and transparency. The CJCC works collaboratively to improve the administration of justice and promotion of public safety through planning, research, education, and system-wide coordination of criminal justice initiatives.



About Charleston County

Charleston County is located along the southeastern coast of South Carolina. The County encompasses approximately 919 square miles of land, marshes, rivers and wetlands with a coastline that stretches nearly 100 miles along the Atlantic Ocean. Charleston County contains vital protected areas including the Francis Marion National Forest, Cape Roman National Wildlife Refuge and ACE Basin National Estuarine Research Reserve.

Charleston County's population has grown over the past decade to an estimated population of over 420,000 with a median age of 38. The labor force consists of around 286,000 workers, with a per capita income of approximately \$70,086. Around 87.4 percent of Charleston County residents have a high school degree or higher level of education, while 46.7 percent hold a bachelor's degree or higher.

Charleston County has a wide range of industry, including shipping, tourism and manufacturing. Major employers in the County are: the Medical University of South Carolina (MUSC), Charleston Air Force Base, Charleston County School District, Roper St. Francis Healthcare, Boeing, Charleston County Government, the City of Charleston, Trident Health Systems, and Force Protection, Inc.

Charleston County also includes the 15 municipalities: The City of Charleston; City of Folly Beach; City of Isle of Palms; City of North Charleston; Town of Awendaw; Town of Hollywood; Town of James Island; Town of Kiawah Island; Town of Lincolnville; Town of McClellanville; Town of Meggett; Town of Mount Pleasant; Town of Rockville; Town of Seabrook Island and Town of Sullivan's Island.

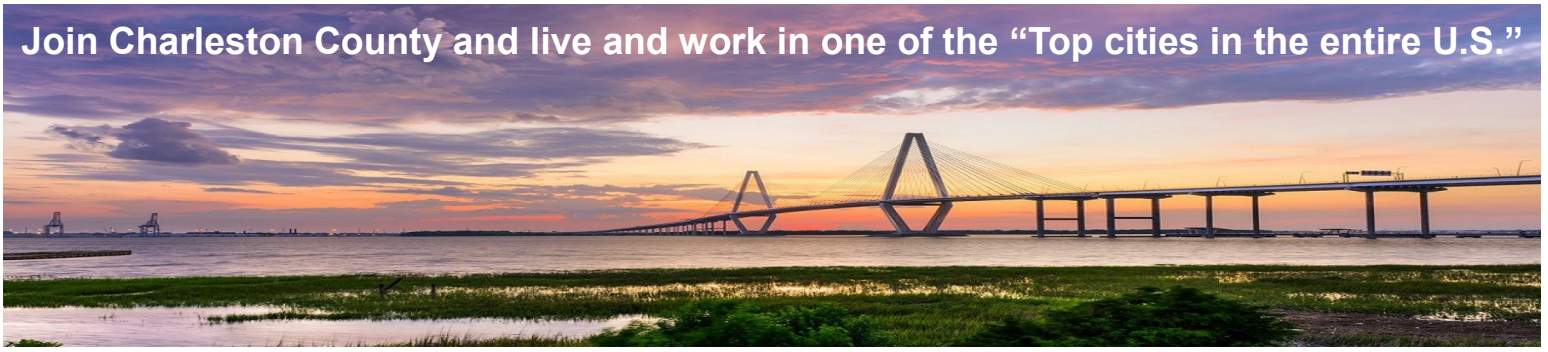
Why You Should Come Work With Us

Charleston County's rich blend of culture, economic activity, environmental beauty and historic tapestry makes it one of the most distinguished counties in the nation. A recognized leader, Charleston County is a proud community that strives to protect both its historic treasures and its environment, while keeping an eye toward future development and citizens' needs.

Charleston's numerous advantages have not gone unnoticed. The Partners for Livable Communities, a Washington, D.C. based non-profit foundation, included Charleston in its top ten "most livable places" in the United States. And Conde Nast Traveler, the world's leading travel circular, named Charleston among its top five recommended American cities and top twenty cities worldwide.



Join Charleston County and live and work in one of the “Top cities in the entire U.S.”



Forensic Quality Assurance Manager

COMPENSATION

The starting salary for this position will be \$80,579-\$105,601. The County offers a competitive benefits program including health, dental, and vision insurances, paid leave, participation in the South Carolina Local Government Retirement System, wellness and employee assistance programs. Relocation and other assistance are negotiable.

BENEFITS

Charleston County Government offers excellent benefits, compensation and a comprehensive benefit package. The package is designed to provide employees and their families with a wide range of benefits options.

- Health, Dental, and Vision Insurance
- Vast pharmacy network
- State Retirement Plan (SCRS)
- Longevity and Merit Pay Increases
- Annual and Sick Leave Days
- 14 Recognized Holidays
- Medical and Dependent Care Spending Account
- Life and Supplemental Insurance
- Health Care Savings Account
- Disability Insurance Benefits
- Employee Assistance Program
- Pretax Group Insurance
- Behavioral Health Services
- Leadership Development & Training
- Well-Being Programs
- Fitness Centers at Various Locations

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://www.charlestoncounty.org/employment.php>

This position will remain open until filled; however, review of applicants will begin immediately and continue until a Forensic Quality Assurance Manager is selected.

For questions, please email Tom Van Koughnett at tsvankoughnett@charlestoncounty.org or call (843) 958-4092.

For additional information about Charleston County, please visit our website. It is the policy of Charleston County to foster, maintain and promote equal employment opportunity. The County selects employees based on the applicant's qualifications for the job and provides compensation and opportunities for training and promotion.

Charleston County is an Equal Opportunity Employer: Charleston County does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas or disability in employment of the provision of services. We E-verify.