

Quality Assurance Director
NYC Office of Chief Medical Examiner
Civil Service Title: Administrative Staff Analyst
Level: NM
Title Code No: 1002A
Salary: \$49,492 to \$136,198
Work Location: 421 East 26th Street, NYC
Division/Work Unit: Office of the Chief
Number of Positions: 1
Hours/Shift: Thirty-five hours over a five day period

The Office of Chief Medical Examiner (OCME) is searching for qualified candidates who will endeavor to exemplify its core values of integrity, dedication and putting the agency first. The Office of Chief Medical Examiner seeks a Quality Assurance Director who will be responsible overseeing quality assurance for the entire agency while identifying any potential risk to the continuity of service by developing and implementing process control, data analysis, and measurement devices. The Director will be responsible for assessing threats and put plans in place to avoid future risks. In addition, the QA Director will maintain procedures and programs to ensure that each OCME lab meets organizational and regulatory standards for proper function, safety, and quality.

With latitude for independent initiative and judgment, the selected candidate will be responsible for a wide range of activities, including, but not limited to, the following:

- Develops reports for senior managers and external stakeholders, such as the NYC City Council.
- Maintains and updates continuity plans for each lab to limit risks and prepare for emergencies.
- Conducts audits of policy and compliance to standards, including liaison with internal and external auditors.
- Provides support, education and training to staff to build risk awareness within the agency.
- Maintains and updates laboratories' Quality Manuals, document control, and policy and procedures.
- Monitors laboratory quality practices to verify continuing compliance with policies and procedures as well as accreditation standards.
- Monitors laboratory instrument calibration and maintenance records.
- Monitors and assesses the adequacy of technical and administrative review activities for laboratory reports.
- Administers annual proficiency testing to all analysts in all disciplines.
- Conducts periodic quality system audits.
- Maintains training records and proficiency results of all laboratory personnel.
- Monitors courtroom testimony feedback of all testifying analysts.
- Prepares the laboratories for accreditation reviews, audits and inspection as required.
- Serves as the primary lead for root cause analyses of adverse events across the agency and generate comprehensive analytical reports from same for use by the agency executives for quality improvement.

·Other duties as assigned.

QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; OR
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

SPECIAL NOTE

1. Selected candidates will be required to provide a DNA sample by swabbing.

PREFERRED SKILLS

The preferred candidate must have a superior science background and data analysis. PhD(s) and/or Master's degree in a science are highly recommended.

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TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:
<https://a127-jobs.nyc.gov>

Job Opening # 155022

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