

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 8613100**

<b>Laboratory Accreditation Specialist 1, Grade 18</b>	<b>8613100</b>
<b>Laboratory Accreditation Specialist 2, Grade 23</b>	<b>8613200</b>
<b>Laboratory Accreditation Specialist 3, Grade 27</b>	<b>8613300</b>

Brief Description of Class Series

Laboratory Accreditation Specialists perform various professional level duties related to assuring the quality of public forensic laboratories throughout New York State; certifying and inspecting those laboratories; and securing the laboratories' compliance with relevant laws, regulations, and standards. These positions are classified at the Division of Criminal Justice Services (DCJS); all positions are in the non-competitive jurisdictional class.

Distinguishing Characteristics

*Laboratory Accreditation Specialist 1:* full performance; under the direction of a Laboratory Accreditation Specialist 2, provides support to the Office of Forensic Services (OFS), the State Commission on Forensic Science (Commission), and the DNA Subcommittee; reviews documentation associated with laboratory audits, prepares summaries and reports for review by supervisor, promotes the use of uniform methodologies and standardized operating procedures for forensic laboratories, and facilitates specialized training and professional development programs for laboratory personnel.

*Laboratory Accreditation Specialist 2:* first supervisory level; under the direction of higher-level staff within OFS, provides support to the OFS, the Commission, the DNA Subcommittee, and other committees, subcommittees, and work groups as needed; assists with the enhancement of quality assurance practices among New York State's public forensic laboratories; supervises lower-level staff within DCJS's forensic laboratory accreditation operation.

*Laboratory Accreditation Specialist 3:* second supervisory level; under direction of the Director Forensic Services, M-8, non-competitive, oversees the Accreditation Unit, and advises the Commission on Forensic Science, DNA Subcommittee and other technical working groups on accreditation policies and procedures.

### Related Classes

State Police Forensic Scientists are non-competitive, technical positions, performing the full range of analyses of various types of evidence received at the State Police Laboratories and handled in either the Drug Chemistry, Biological Sciences, Toxicology, Firearms Examination, or Trace Evidence sections. These positions are located in the Forensic Investigation Center in Albany and in the regional Crime Laboratories located in New Windsor, Port Crane and Olean, New York.

State Police Forensic Scientists (DNA) perform the same work as State Police Forensic Scientists, but are assigned to the Biological Sciences section, conducting analyses of DNA.

State Police Forensic Laboratories Quality Assurance Coordinator is a non-competitive position that administers the quality control program for State Police forensic laboratories Statewide. Currently this includes the Forensic Investigation Center in Albany and the Regional Crime Laboratories located in Newburgh, Port Crane and Olean, New York. This one-position class exists only in the Division of the State Police.

Supervisor Forensic Services: oversees the technical and scientific functions of all forensic analysis in their disciplines including supervision of testing procedures and reports of findings; tests analytical methods; oversees training, quality assurance, safety, and proficiency testing; serves as a section head and supervises a unit typically comprised of at least six Forensic Scientists and Laboratory Technicians.

### Illustrative Duties

#### *Laboratory Accreditation Specialist 1*

- Assists supervisor in the review of accreditation documentation submitted by forensic laboratories.
- Contacts laboratories reporting discrepant results from target values to assure resolution with the accrediting organization.
- Prepares summaries using available data from proficiency test providers to promote uniform methodologies and report writing standards for forensic discipline areas.
- Monitors audit documentation to meet Federal Bureau of Investigation (FBI) quality assurance standards.
- Collects and organizes documentation of proficiency test participation by laboratories to verify compliance with applicable standards.

- Verifies submittal of appropriate accreditation and standards compliance documentation to professional groups, accreditation bodies, and the like.
- Assists in coordinating work group meetings of professional and technical personnel to improve the exchange of information between laboratory operations.
- Identifies host sites for training activities and organizes specialized forensic training courses.
- Assures pertinent information on accreditation maintenance and proficiency testing is gathered and disseminated to members of the Commission and DNA Subcommittee according to acceptable standards.
- Develops and administers annual workload surveys to assess the productivity of covered laboratories and to identify potential resources to assist laboratories in their work processes.
- Assists supervisor with periodic on-site visits to public forensic laboratories to meet laboratory staff, reviews laboratory work papers and analytical charts associated with proficiency tests.
- Prepares summary reports and other presentation materials for use by the Commission, the DNA Subcommittee, and other subcommittees and groups to fulfill their accreditation responsibilities.

#### *Laboratory Accreditation Specialist 2*

- Reviews audits, assessments, and inspections, and prepares summary reports for review by OFS management, the Commission, the DNA Subcommittee, and other groups as needed.
- Meets with members of the New York Crime Laboratory Accreditation Committee (NYCLAC), members of the Technical Working Groups (TWGs), and as needed other work groups, committees, subcommittees, groups, and the like, to develop uniformity in test methodologies and development of standardized laboratory reports.
- Reviews and summarizes proficiency test issues for the Commission, the DNA Subcommittee, and other groups. Prepares detailed reports on significant proficiency test issues for use by OFS management, the Commission, the DNA Subcommittee, and other groups.
- Contacts laboratories reporting discrepant results to discuss resolution.

- Provides assistance, if needed, in the completion of standardized root cause analyses and corrective action reports.
- Organizes and monitors OFS work groups for forensic laboratories (including attending related meetings).
- Participates in the discussion of standardized best practices of forensic technical disciplines, as well as quality and laboratory management information systems.
- Develops and analyzes annual workload survey to assess laboratory productivity and backlog and to identify potential resources to assist laboratories.
- Assists in the development of grant proposals to aid laboratories and OFS in support of federal funding for laboratories to support the purchase of the latest forensic instrumentation and transfer of new scientific techniques through centralized training programs.
- Creates, coordinates, and facilitates specialized forensic training courses by various modes, including live meetings and web delivery.
- Assists New York State forensic units regarding the accreditation application process. Conducts audits and gap assessments of those units.
- Assists in periodic on-site visits to public forensic laboratories and other forensic units to review cases, proficiency tests, and other scientific documentation as requested by the Commission, the DNA Subcommittee, and OFS management.
- Develops in-house training programs for DCJS/OFS staff regarding OFS mandatory accreditation requirements.
- Supervises Laboratory Accreditation Specialists 1 and other lower-level staff assigned to DCJS's forensic laboratory accreditation operation.

#### *Laboratory Accreditation Specialist 3*

- Proposes recommendations to address problems affecting forensic laboratories, and criminal justice systems and agencies.
- Ensures proficiency testing results within forensic laboratories are properly documented, and correction action reports transmitted when deficiencies are found.

- Regularly reviews applicable standard operating procedures and audits the accreditation team's work product to ensure policies are appropriate and are being followed.
- Reviews and revises internal controls that relate to accreditation operations.
- Supports New York State's forensic laboratory accreditation program for the toxicology discipline.
- Ensures toxicology laboratories comply with standards and deadlines.
- Supervises or personally conducts on-site visits to public forensic laboratories to review scientific documentation and discuss discrepancies from target values.
- Maintains a current understanding of forensic related laws, rules, regulations, and executive orders, and propose revisions.
- Reviews reports written by staff or various work groups and committees such as the New York Crime Laboratory Accreditation Committee and members of Technical Working Groups.
- Reviews and updates standard operating procedures and audit accreditation work products to ensure alignment with internal controls.
- Writes grant proposals to support public forensic laboratory operations and purchase of scientific equipment.
- Develops and delivers in-house training for agency and OFS staff regarding accreditation requirements.
- Performs the full range of supervisory duties over lower level Laboratory Accreditation staff.

### Minimum Qualifications

#### *Laboratory Accreditation Specialist 1*

Non-Competitive: a bachelor's degree, and two years of appropriate experience either in an accredited forensic laboratory, a medical/health laboratory, or an office of forensic services.

#### *Laboratory Accreditation Specialist 2*

Non-Competitive: one year as a Laboratory Accreditation Specialist 1, or a bachelor's degree and three years of experience in an accredited forensic laboratory. A master's degree in a natural science may substitute for one year of the required experience.

*Laboratory Accreditation Specialist 3*

Non-competitive: One year of permanent service as a Laboratory Accreditation Specialist 2, Grade 23; or a bachelor's degree and four years of experience in an accredited forensic laboratory, two of which must have been at a supervisory level. A master's degree in a natural science may substitute for one year of the general experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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