



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: May 7, 2026

JOB VACANCY MEMORANDUM NO. 26-21

TITLE: Quality Assurance Manager

ELEMENT OF ASSIGNMENT: Kansas City Police Crime Laboratory

PAY RANGE: \$7,232-\$11,502

STARTING MONTHLY SALARY: 59

VACANCY STATUS: Vacant

EXPIRATION DATE: May 21, 2026

REQUIREMENTS:

Manage the laboratory quality assurance system and quality assurance program in accordance with the laboratory's accreditation standards and to the laboratory's own internal procedures to assure accurate, reliable and high-quality output. Supervise administrative staff. Assist with crime laboratory operations.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Create, implement and monitor quality related programs for the laboratory.
2. Provide quality assurance oversight of laboratory processes through prevention, assessment and correction. Evaluate current laboratory business practices to identify, document and correct deficiencies, inconsistencies and inefficiencies within the management system.
3. Ensure continued compliance with current accreditation standards as well as compliance to internal policies and procedures.
4. Maintain and update the quality assurance manual.
5. Manage the transition to new accreditation standards and requirements when necessary.

6. Collaborate with the Director and assistant Director to manage corrective and preventative actions and ensure proper root cause analysis.
7. Oversee the laboratory's internal audit program to include selecting and training laboratory staff for internal audit activities.
8. Oversee the laboratory's proficiency testing program.
9. Communicate with the laboratory's accrediting body to ensure ongoing conformance with accreditation standards and to schedule conformance activities.
10. Prepare the laboratory for assessments and audits and coordinate those activities while in progress.
11. Engage, mentor, train, supervise and evaluate administrative staff. Carry out supervisory responsibilities in accordance with KCPD policies and procedures. Hire and train personnel.
12. Serve as a case manager and case coordinator, especially for complex cases and those cases requiring priority or expedited testing.
13. Monitor instrument calibration and maintenance to help ensure proper calibration programs are implemented and maintained.
14. Review laboratory validation studies to ensure conformance with accreditation standards and to ensure comprehensive studies have been performed and reliable methods are implemented.
15. Oversee the laboratory document control program (Ideagen).
16. Coach and mentor laboratory staff to ensure understanding, acceptance and adherence to the quality management system and related programs. Train laboratory personnel regarding principles of quality assurance management and accreditation requirements.
17. Collaborate with the laboratory director, supervisors, technical leaders and analytical staff to establish appropriate quality assurance measures and compliance criteria.
18. Monitor casework documentation, reports and court testimony to ensure casework is performed, reported and presented in a clear and accurate manner.
19. Collaborate with the laboratory director to perform laboratory Management Reviews to ensure the management system remains suitable and effective.
20. Provide training to customers in relation to the laboratory's quality assurance program.
21. Testify in court in relation to laboratory processes, the quality assurance program and accreditation requirements.
22. Collaborate with laboratory management to obtain and evaluate customer feedback and determine actions necessary to improve customer service.
23. Maintain regular and reliable attendance. Occasionally required to respond to crime scenes, work mandatory overtime and flexible hours when necessary.
24. Function as the acting Lab Director when the Lab Director and Assistant Lab Director are not available.

25. Perform other duties as requires or as assigned by the laboratory director.

26. This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a Bachelor's degree from an accredited college or university in a scientific field closely related to laboratory functions.

Five years professional scientific experience in a forensic laboratory is required. The incumbent must have broad knowledge in the field of criminalistics. Incumbent must have experience testifying to forensic casework.

Three years supervisory or technical leader experience for a forensic laboratory is required; however, preference may be given to those with technical leader experience.

Internal audit experience is required. Experience as an external laboratory assessor is preferred.

The incumbent is required to have strong decision-making, leadership, supervisory, communication (both oral and written), instructional, time management and organizational skills.

Incumbent must hold a current valid Driver's License.

Incumbent is required to submit a DNA standard for quality control purposes.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Position is primarily sedentary and incumbent may sit for prolonged periods of time. Occasional lifting of up to 20 lbs. Exposure to hazardous materials and working conditions exist.

Job Location: (Place where work is performed.)

Position operates in a standard office environment approximately 95% of the time, and occasional crime scene or courtroom appearances approximately 5% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Personal computers as well as computer peripherals and software programs
- Standard software to include Excel, Word, PowerPoint
- Laboratory specific software
- Document management software
- LIMS (Laboratory Information Management System)
- Telephone
- Vehicle

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Director Kevin Winer, Kansas City Police Crime Laboratory** by no later than **MAY 21, 2026**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **MAY 21, 2026**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Captain Justin Pinkerton

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Commander, Employment Unit