

STATE OF NEBRASKA CLASS SPECIFICATION  
**STATE PATROL FORENSIC LABORATORY SUPERVISOR**

EST: 11/78 - REV: 05/12  
CLASS CODE: V53852

**DESCRIPTION:** Under limited supervision, supervises and trains one or more forensic scientists assigned to a specific function, discipline, or section such as serology, DNA analysis/profiling, toxicology, drug/narcotic analysis, trace evidence, firearms/tool marks, questioned documents, and/or latent prints; performs scientific work in the analysis, assessment, and preservation of evidence processed by the laboratory such as chemical and scientific analyses, as part of the investigation of crimes. Develops and implements approved technical, procedural, quality assurance, workflow procedures and processes, and daily operations of the assigned function/section; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first supervisory level of the Forensic Science class series where positions oversee a small section or function within the State Patrol Forensic Laboratory. The class is more a working supervisor, where normally less than three full-time equivalent positions are supervised, and where on-going management of program and administrative responsibilities including developing and implementing program policies, standards, and budgets are not a principal focus of the position. Positions are expected to perform evidence analyses and other laboratory assignments relative to a specific discipline. This class may serve as the developmental level for incumbents prior to their meeting the full scope of work and proficiency standards of the Forensic Laboratory Manager class.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Serves as the technical expert for the assigned laboratory section, as needed.

Organizes work functions of staff supervised, and assigns, schedules, and directs their activities to ensure completion of assignments, attainment of goals and priorities, and conformance with instructions, policies, and standards.

Trains and guides staff supervised, and develops and updates procedural and training manuals to ensure comprehension and consistent application of policies and standards.

Develops performance management plans, and monitors and evaluates staff supervised to establish job expectations, guide and develop their capacity to perform, and document and recommend personnel actions.

Confers with, advises, and counsels supervised staff to identify and resolve work issues and personal needs and explain and implement personnel actions.

Oversees the application of and conformance to quality assurance program protocols that affect the assigned section; terminates an analysis in the event of a technical problem until the problem is resolved; assists with laboratory audits.

Evaluates current methods and protocols used in the assigned section and reviews and proposes new or modified methods; recommends and/or approves validation of new methods.

V53852 – STATE PATROL FORENSIC LABORATORY SUPERVISOR (continued)

Writes or reviews/approves laboratory reports of forensic examinations conducted on physical evidence to reflect the identification, grouping, or characteristics of materials submitted for analysis; writes statistical reports, staffing needs reports, and equipment needs reports, as directed by the immediate supervisor.

Testifies at grand jury hearings, preliminary hearings, depositions, or court trials to explain the examination process, and interpret and defend test results.

Attends symposiums, workshops and in-service training programs; attend staff meetings; reviews journals, and books; consults with staff of other laboratories to learn new procedures, policies, and techniques in laboratory analysis.

Performs detailed forensic analysis of evidence related to the assigned section, at a level of complexity similar to or greater than that performed by assigned staff.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: the principles of chemistry, biochemistry, toxicology, genetics, biology, physics, physical, natural, and/or other areas of science related to the assigned section; the equipment/instrumentation and material/substances used in state crime laboratory analyses; the methods used to illustrate information and support court testimony; journals, textbooks, and other information resources and their applications to a specific analysis; laboratory reporting procedures; labor contract and agency personnel requirements; the laboratory and agency policies, procedures, and guidelines for the assigned section; specialized state crime laboratory procedures, instrumentation, chemicals, and other materials used in the assigned section; new trends in the analysis and technology of the assigned forensic science field; the technical needs of the assigned section and the means for meeting them; each employee's area of professional responsibilities and interests in the state forensic laboratory.

Skill in: the selection and use of laboratory equipment/instrumentation and material/chemicals used in conducting analyses of substances/items submitted to the laboratory as part of a criminal case investigation; identifying the requirements and means for securing evidence; supervising staff to maintain morale and productivity.

Ability to: follow laboratory procedures and conduct tests using laboratory equipment/instrumentation and material/chemicals to obtain results; observe and compare size, shape, quantity, color, small details, and reactions; interpret observations and record results of analysis of items/substances submitted for examination and arrive at conclusions; read graphs and charts as a result of instrumentation output; communicate, orally and in writing, technical information and administrative instructions; relay knowledge gained and recognize problems encountered by staff supervised; observe activities of others and communicate directions when necessary; compile and prepare information for presentation; adapt theories and principles of natural and physical sciences to problems encountered; recognize and select those items which should be analyzed; prioritize and coordinate workload of others; organize and direct workflow based on previous experience and training; plan, organize, and establish appropriate work operations for the assigned section; recognize deficiencies in, and select a proper approach for correcting, laboratory analyses and reports prepared by others; identify and select the proper methods, approaches, and techniques for analyzing a variety of physical and biological evidence.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's or post-baccalaureate degree in physical science, natural science, forensic science, criminalistics, or other fields where specific scientific coursework in job-related specialties have been completed, and two years of professional level analytical casework and/or sample analysis experience in a crime laboratory.

AND

A valid driver's license is required or ability to provide independent authorized transportation.

**LEGAL REQUIREMENTS:** (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

**SPECIAL NOTES:**

Must successfully complete an extensive background screening prior to being employed, which includes completion of a Personal History Questionnaire. Applicants will be screened for a record of criminal activity and criminal history using a fingerprint-based check of employment or assignment and before unconditional employment is offered. Applicants must be free of felony convictions, and cannot maintain continuous association or dealings with persons, groups, or organizations that they know, or should know, are persons or groups or organizations under criminal investigation or indictment or who have a reputation for present, ongoing involvement in felonious or criminal behavior.

Certain positions in this job class require applicants to meet the requirements for a DNA analyst as listed in the FBI Quality Assurance Standards for Forensic DNA Testing Laboratories. This would include completion of coursework in genetics, molecular biology, biochemistry and statistics and/or population genetics.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).