

DESCRIPTION: Under administrative direction, manages laboratory operations and three or more forensic scientist employees, and other laboratory employees as assigned, for one of these forensic laboratory units: the Biological unit which includes the disciplines of serology/DNA testing and CODIS data banking and serving as the DNA technical lead; the Chemistry unit which includes the disciplines of toxicology, drug/narcotics analyses and trace evidence analyses; the Physical Sciences unit which includes the disciplines of firearms/tool marks and NIBIN database, latent prints and AFIS database, and questioned documents examinations. Oversees the development and implementation of laboratory, quality assurance, and safety procedures, and staff training and proficiency review activities for the unit managed; performs related duties 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 third level in the Forensic Scientist class series. Positions in this class serve as the full-fledged supervisor and manager for three or more full time positions/incumbents. Positions supervised will include professional level forensic laboratory positions, and as needed supervisory and/or technical support positions. These positions will exercise responsibilities for both laboratory program management functions and standards and administrative management policies and functions. They will provide program advice and participate on the forensic laboratory management team about the administration of the laboratory and, will act on the behalf of the laboratory director as required by the director. Administrative management functions will include developing funding and expenditure proposals for the program functions directed. While evidence analysis and other laboratory duties relative to a specific discipline may be performed, the assigned supervisory-managerial responsibilities are the primary and paramount work of this 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.)

Develops and implements operational priorities and plans and coordinates the operations of the unit managed with other laboratory units, the employing agency, and outside criminal justice system entities to ensure as a management team member program that objectives and standards are established and attained and are congruent with the overall goals of the employing agency.

Confers with other laboratory and agency administrators and employees, to discuss and resolve laboratory and agency-wide problems and/or issues that impair the effectiveness or efficiency of the unit, other laboratory units, or the employing agency as a whole.

Evaluates available grants for appropriate distribution of funds; tracks and monitors grant expenditures and required grant statistics to ensure compliance with grant requirements.

Determines operational requirements and develops and submits budget requests to provide as a management team member for the funding and acquisition of staff, equipment, and materials necessary for the operation of the unit managed.

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Identifies and sets priorities for training needs of laboratory employees, and trains the employees and others in forensic laboratory procedures, protocols, and standards to ensure as a management team member conformance of work performed with these directives.

Evaluates operations and work of the laboratory unit managed to ensure conformance with legal and technical standards and a complete, impartial, and accurate forensic analysis and handling of evidence.

Plans and advocates the formulation or modification of the unit's services to expand or improve the scope, effectiveness, and efficiency of those services.

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

Confers with the laboratory director and others and develops recommendations, assessments, and testimony to provide input on proposed and existing legislation.

Advises and confers with agency employees, employees of other laboratories, representatives from the criminal justice system, and evaluation/inspection organizations, and/or elected officials to discuss program issues and initiatives, resolve problems, discuss services, technical needs, and specific case activities and results, and present testimony.

Researches literature, attends training, and shares information with peers and other technical experts to keep informed about current scientific practices and identify the best analytical and safety practices and equipment available for testing evidence.

Compares, identifies, and evaluates evidence/samples, as needed, in relation to test controls and standards, to analyze evidence, validate procedures, and make interpretations, and prepare bench notes, worksheets, and summaries of findings to document the examinations conducted.

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

Knowledge of: the theories, terminology, techniques, and informational resources of chemistry, biochemistry, toxicology, genetics, biology, physiology, mathematics, physical, natural and/or other areas of science related to the unit managed; the methodologies and materials used in laboratory testing and validation; the techniques and standards of evidence and sample collection and preservation; national laboratory accreditation standards and implementation of those standards; forensic laboratory protocols and policies; analytical and proficiency testing and reporting requirements; teaching and quality assurance objectives and practices; the calibration standards, operation, and maintenance of laboratory instruments and equipment; the risks and safety practices related to hazardous tests and materials; agency administration, personnel, and financial policies and procedures; the principles of crime laboratory organizational structure and operations; supervisory responsibilities and practices; basic criminal justice laws and investigative operations; the techniques of criminal evidence analysis.

Ability to: communicate, in person, and by telephone, email, and correspondence, with agency employees, criminal justice and judicial officials, and the public the standards and methodologies applied and the processes used, and the interpretations developed in laboratory analyses; adapt the theories and principles of natural and physical sciences to laboratory analysis; interpret the values of and determine the accuracy of test results; solve technical laboratory and instrument/equipment problems; determine cost-effective testing systems and practices; maintain composure when providing testimony; plan, organize, and establish appropriate work operations of the unit managed; maintain work relationships with co-workers, elected and other public officials, representatives of public and private laboratories and criminal justice/judicial agencies, and the public; evaluate and coach assigned employees; instruct others in the principles, techniques, and tests of laboratory work assigned to the unit managed; organize assignments and set priorities for laboratory tasks and case work of the unit managed; identify and establish work objectives, priorities, and needs; identify problems and recommend solutions to administrative and technical issues; develop, monitor, and evaluate quality assurance indicators; represent and promote the goals and decisions of a forensic laboratory to criminal justice, judicial, and other jurisdictional representatives.

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 degree in forensic science, chemistry, biology, or related scientific fields, and five years experience in performing laboratory analyses in a scientific, research, or forensic laboratory.

OR

Post Bachelors degree in a field mentioned above, and three years experience performing laboratory analyses in a scientific, research, or forensic laboratory.

SPECIAL NOTES:

Positions in this class must comply with national accreditation standards of a forensic laboratory. For example, the DNA Identification Act of 1994 and the DNA Advisory Board quality assurance program standards have established specific minimum job qualifications for the DNA Technical Leader position, if classified to this class. A Master's degree is needed in the fields of study mentioned above including completion of a minimum of 12 semester or equivalent coursework hours of which three (3) or more semester hours must be graduate level including the subjects of biochemistry, genetics, molecular biology, and statistics or population genetics and a minimum of three years of forensic DNA laboratory experience.

Applicants for a State Patrol position (other than current State Patrol employees) will undergo a background check. Felony convictions, certain misdemeanor convictions, or a history of criminal activity or association with known criminals, will result in applicants being eliminated from consideration for employment.

Applicants must successfully pass an extensive background screening prior to employment, which may include completion of a Personal History Questionnaire.

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Applicants or employees cannot maintain continuous associations or dealings with persons, groups, or organizations that they know, or should know, are persons, groups, or organizations who under criminal investigation or indictment or who have a reputation for present involvement in felonious or criminal behavior.

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).