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## STATE PATROL FORENSIC SCIENCE

### Job Family

#### DESCRIPTION OF OCCUPATIONAL WORK

Positions in the State Patrol Forensic Science class series perform specialized forensic examinations and analyses to assist the law enforcement and criminal justice community in Nebraska with criminal investigations. Analysis capabilities at the Crime Laboratory include specialty disciplines such as: Drug Chemistry, Latent Fingerprints, Biology/DNA, Trace Chemistry, Toxicology, and Firearms and Tool Marks. This class series has six levels which are distinguished by complexity of work, skills obtained as verified by proficiency tests in related disciplines, and the degree of responsibility assigned. Work assignments range from entry level analysis to management of laboratory operations.

### State Patrol Forensic Scientist I

#### E53011

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

This is an entry classification level of the State Patrol Forensic Scientist class series. Positions at this level are assigned to complete a training program and obtain professional level skills in scientific work examining evidence and samples within a forensic laboratory. Positions at this level will perform analytical work under close supervision. Contacts typically involve employees and sworn officers inside and outside the employing agency, and representatives of the criminal justice community. This level is distinguished from the State Patrol Forensic Scientist II class, which has completed forensic laboratory required competency testing, obtained a Work Authorization to perform analyses under general supervision, and may provide hands-on training to Forensic Scientist I level employees. Forensic Scientist I incumbents are expected to complete training and gain the skills needed to progress to Forensic Scientist II level in two years.

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.)

Examines, analyzes, and compares samples relevant to a forensic discipline such as serology/DNA, toxicology, controlled substances, trace evidence, firearms/tool marks, impression evidence, or latent prints.

Writes reports and constructs charts/data summaries of forensic examinations to document test procedures and results and to provide conclusions.

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

Attends symposiums, workshops, in-service training programs, and staff meetings, reviews journals and books.

**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 sciences related to the work assigned; laboratory procedures, analysis methods, and material/substances used; the methods to illustrate information and support court testimony; the practices and protocols of the forensic science work assigned.

Skill in: selecting, using, and maintaining laboratory equipment, instrumentation, material, and chemicals used in conducting analyses of substances and items submitted as a part of the investigation of a criminal case; visual acuity; clearly providing complex scientific information both verbally and in writing.

Ability to: follow laboratory procedures and conduct tests using laboratory equipment, instrumentation, material, and 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; communicate technical explanations and information to others in person and by telephone, email and correspondence; comprehend and apply knowledge from scientific and technical journals and textbooks; formulate legally valid interpretations and conclusions on the basis of tests made, and testify and defend those in courts as an expert witness; pass competency tests, moot court and annual proficiency tests in the assigned forensic science field. Must be able to obtain and maintain access to various databases deemed to be necessary to perform assigned duties. Databases may include but are not limited to CODIS, AFIS (NGI), NIBIN, and CJIS.

**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 the fields of physical science, natural science, forensic science, criminalistics, or other relevant fields where specific scientific coursework in job related specialties have been completed.

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## **State Patrol Forensic Scientist II**

**E53012**

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

This is a full performance classification level of the State Patrol Forensic Science class series. Positions at this level have completed forensic laboratory required competency testing and obtained a Work Authorization to perform, under general supervision, professional level scientific work examining evidence and samples within a forensic laboratory. Contacts typically involve employees and sworn officers inside and outside the employing agency, and representatives of the criminal justice community. This level is distinguished from the State Patrol Forensic Scientist I class, which is an initial training and subsequent skills enhancement and growth class, and a State Patrol Forensic Scientist III class that requires advanced expertise, responsibilities, skills, and knowledge, demonstrated by successful completion of at least five proficiency tests and a minimum of six years of experience in the relevant forensic science field.

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.)

Examines, analyzes, and compares samples relevant to a forensic discipline such as serology/DNA, toxicology, controlled substances, trace evidence, firearms/tool marks, impression evidence, or latent prints.

Writes reports and constructs charts/data summaries of forensic examinations to document test procedures and results and to provide conclusions.

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

Attends symposiums, workshops, in-service training programs, and staff meetings, reviews journals and books.

Recommends procedure changes, implements quality assurance and safety procedures, performs laboratory audits, and gives general laboratory tours.

Consults with analysts from other laboratories to learn new standards, procedures, and techniques in laboratory analysis. Provides hands-on training to less experienced laboratory employees.

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 sciences related to the work assigned; laboratory procedures, analysis methods, and material/substances used; the methods to illustrate information and support court testimony; the practices and protocols of the forensic science work assigned.

Skill in: selecting, using, and maintaining laboratory equipment, instrumentation, material, and chemicals used in conducting analyses of substances and items submitted as a part of the investigation of a criminal case; visual acuity; clearly providing complex scientific information both verbally and in writing.

Ability to: follow laboratory procedures and conduct tests using laboratory equipment, instrumentation, material, and 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; communicate technical explanations and information to others in person and by telephone, email and correspondence; comprehend and apply knowledge from scientific and technical journals and textbooks; relay knowledge gained to co-workers to assist in recognizing and solving problems; formulate legally valid interpretations and conclusions on the basis of tests made and testify and defend these in courts as an expert witness; pass annual proficiency tests in the assigned forensic science fields. Must be able to obtain and maintain access to various databases deemed to be necessary to perform assigned duties. Databases may include but are not limited to CODIS, AFIS (NGI), NIBIN, and CJIS.

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

Two years of experience working in a relevant specific discipline in a nationally accredited forensic laboratory or equivalent, to include time devoted to a relevant training program provided by that laboratory; possession of a laboratory Work Authorization in at least one forensic analysis type and successful completion of at least one relevant proficiency test AND Bachelor's degree in the fields of physical science, natural science, forensic science, criminalistics, or other relevant fields, where specific scientific coursework in job related specialties have been completed.

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# State Patrol Forensic Scientist III

E53013

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 of the State Patrol Forensic Science class series. Positions at this level have completed a minimum of five proficiency tests in the relevant discipline and qualified as an expert witness in court. Incumbents, with limited supervision, are assigned professional level scientific work analyzing evidence and samples within a forensic laboratory, may serve as a primary trainer of others in analytical work and performs advanced duties such as method development and testing validation. Contacts typically involve employees and sworn officers inside and outside the employing agency, representatives of the criminal justice community, members of related professional associations and educational institutions, and standards development groups. This level is distinguished from the State Patrol Forensic Scientist II, which focuses on fulfilling analytical job responsibilities. This level is distinguished from the State Patrol Forensic Laboratory Supervisor class, which directs, evaluates, and documents the job performance of assigned laboratory staff and their activities.

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.)

Examines, analyzes, and compares samples relevant to a forensic discipline such as, serology/DNA, toxicology, controlled substances, trace evidence, firearms-tool marks, or latent prints.

Writes reports and constructs charts/data summaries of forensic examinations to document test procedures and results and to provide conclusions.

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

Attends symposiums, workshops, in-service training programs, and staff meetings, reviews journals and books.

Recommends procedure changes, implements quality assurance and safety procedures, performs laboratory audits, and gives general laboratory tours.

Consults with analysts from other laboratories to learn new standards, procedures, and techniques in laboratory analysis.

Acts as the Primary Trainer, responsible for the orientation and training of new or less experienced laboratory employees to introduce them to the laboratory and its procedures, policies, and methods and/or to develop their knowledge and expertise in the forensic science field.

Performs method development and validation testing prior to implementation in casework.

Acts as a laboratory liaison with relevant educational institutions and professional organizations.

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 sciences related to the work assigned; laboratory procedures, analysis methods, and material/substances used; the methods to illustrate information and support court testimony; the practices and protocols of the forensic science work assigned; statewide and national forensic science/criminal justice issues and forensic laboratory standards, policies and procedures.

Skill in: selecting, using, and maintaining laboratory equipment and instrumentation, and material and chemicals used in conducting analyses of substances and items submitted as a part of the investigation of a criminal case; visual acuity; clearly providing complex scientific information both verbally and in writing; applying problem solving techniques and technical knowledge.

Ability to: follow and understand laboratory procedures and conduct tests using laboratory equipment, instrumentation, material, and chemicals to obtain results; observe and compare size, shape, quantity, color, small details, and reactions; interpret observations and record results of analysis of items and substances submitted for examination and arrive at conclusions; communicate technical explanations and information to others in person and by telephone, email and correspondence; comprehend and apply knowledge from scientific and technical journals and textbooks; relay knowledge gained to co-workers to recognize and solve problems; formulate legally valid interpretations and conclusions on the basis of tests made and testify and defend these in courts as an expert witness; pass annual proficiency tests in the assigned forensic science field; mentor and lead others; proactively initiate problem solving techniques. Must be able to obtain and maintain access to various databases deemed to be necessary to perform assigned duties. Databases may include but are not limited to CODIS, AFIS (NGI), NIBIN, and CJIS.

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

Six years of experience working in a relevant specific discipline in a nationally accredited forensic laboratory or equivalent; Possession of a laboratory Work Authorization in at least one forensic analysis type, successful completion of at least five proficiency tests; experience providing testimony in a court setting as a forensic expert in the relevant discipline AND Bachelor's degree in the fields of physical science, natural science, forensic science, criminalistics, or other relevant fields, where specific scientific coursework in job related specialties have been completed.

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## State Patrol Laboratory Supervisor

**V53014**

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

This is the supervisory level of the State Patrol Forensic Science class series where positions at this level oversee analytical staff to serve as working supervisors. Forensic Laboratory Supervisors are expected to perform evidence analyses and other laboratory assignments relative to a specific discipline. This level is distinguished from Forensic Laboratory Manager, which focuses on management of laboratory wide programs and administrative responsibilities including developing and implementing program policies, standards, and budgets. This classification is for use within the Nebraska State Patrol Crime Laboratory.

**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.)

Organizes work functions of forensic science 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 forensic science 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 forensic science 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 forensic science 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; performs 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.

Writes statistical reports, staffing needs reports, and equipment needs reports, as directed by the immediate supervisor.

Examines, analyzes, and compares samples relevant to a forensic discipline such as, serology/DNA, toxicology, controlled substances, trace evidence, firearms/tool marks, or latent prints.

Writes reports and constructs charts/data summaries of forensic examinations to document test procedures and results and to provide conclusions.

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

Attends symposiums, workshops and in-service training programs and staff meetings, and reviews journals and books. Consults with analysts from other laboratories to learn new standards, procedures, and techniques in laboratory analysis.

Acts as a laboratory liaison with relevant educational institutions and professional organizations.

**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 work assigned; laboratory procedures, analysis methods, and material/substances used; the methods to illustrate information and support court testimony; the practices and protocols of the forensic science work assigned; statewide and national forensic science/criminal justice issues and forensic laboratory standards, policies and procedures; labor contract and agency personnel requirements; supervision and leadership techniques; the needs of the assigned section and staff, and the means for meeting those needs.

Skill in: selecting, using, and maintaining laboratory equipment and instrumentation, and material and chemicals used in conducting analyses of substances and items submitted as part of the investigation of a criminal case; visual acuity; clearly providing complex scientific information both verbally and in writing; applying problem solving techniques and technical knowledge; identifying the requirements and means for securing evidence and working cooperatively with other areas of the laboratory; supervising and leading forensic science staff to maintain morale and productivity; communicating and working with various personality types to develop successful teams.

Ability to: follow laboratory procedures and conduct tests using laboratory equipment and instrumentation, material and chemicals to obtain results; observe and compare size, shape, quantity, color, small details, and reactions; interpret observations and record results of analysis of items and substances submitted for examination and arrive at conclusions; communicate technical information and administrative instructions to others in person and by telephone, email and correspondence; comprehend and apply knowledge from scientific and technical journals and textbooks; relay knowledge gained to co-workers and staff supervised to recognize and solve problems; formulate legally valid interpretations and conclusions on the basis of tests made and testify and defend these in courts as an expert witness; pass annual proficiency tests in the assigned forensic science field; mentor and lead others; proactively initiate problem solving techniques; observe activities of others and communicate directions when necessary; compile and prepare information for presentation; prioritize and coordinate workload of others; work with those supervised to establish personal goals as well as goals for the section supervised; lead a team to obtain efficient, high quality work and a positive work environment; 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. Must be able to obtain and maintain access to various databases deemed to be necessary to perform assigned duties. Databases may include but are not limited to CODIS, AFIS (NGI), NIBIN, and CJIS.

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

Three years of experience working in a relevant specific discipline in a nationally accredited forensic laboratory or equivalent. Possession of a laboratory Work Authorization in at least one forensic analysis type. Successful completion of at least two proficiency tests; experience providing testimony in a court setting as a forensic expert in a relevant discipline AND Bachelor's degree in the fields of physical science, natural science, forensic science, criminalistics, or other relevant fields where specific scientific coursework in job-related specialties have been completed.

SPECIAL NOTES:

Some positions may require five years of experience working in a relevant specific discipline in a nationally accredited forensic laboratory or equivalent.

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## State Patrol Forensic Laboratory Manager

V53015

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

This is the laboratory program management level in the State Patrol Forensic Science class series that is used solely at the Nebraska State Patrol (NSP) Crime Laboratory. Positions in this class serve as the manager for one or more laboratory unit(s) and/or programs. Forensic Laboratory Managers will exercise responsibilities for both laboratory program management functions, industry standards, and administrative management policies and functions. They will provide program advice and participate on the forensic laboratory management team regarding the administration of the laboratory and may act on the behalf of the laboratory director as required. Administrative management functions will include developing funding and expenditure proposals for the program functions directed. This level is distinguished from the Forensic Laboratory Supervisor classification which is responsible for the day-to-day supervision of professional staff in a specialty area within a unit and performs casework activities.

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 on the laboratory management team with the Laboratory Director and other Forensic Laboratory Managers to identify and address lab-wide issues and goals.

Monitors and ensures compliance with required accreditation standards.

Develops and implements operational priorities and plans and coordinates the operations of the unit(s) managed with other laboratory units, the employing agency, and outside criminal justice system entities to ensure 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 for the funding and acquisition of staff, equipment, and materials necessary for the operation of the unit(s) managed.

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

Evaluates operations and work of the laboratory unit(s) 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 State Patrol Forensic 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 of other criminal justice system entities, and evaluation and 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.

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

Compares, identifies, and evaluates evidence and 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; testifies in court

Acts on behalf of the Director when assigned.

#### 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 or natural science, criminalistics 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.

Skill in: evaluating and selecting laboratory equipment and instrumentation, material and chemicals used in conducting analyses of substances and items submitted as part of the investigation of a criminal case; clearly providing complex scientific information both verbally and in writing; applying problem solving techniques and technical knowledge; identifying the requirements and means for securing evidence and working cooperatively with other areas of the laboratory; supervising and leading staff to maintain morale and productivity; communicating and working with various personality types to develop successful teams.

Ability to: communicate in person, and by telephone, email, and correspondence, with agency employees, criminal justice and judicial officials, other forensic science professionals and the public, regarding standards, methodologies, and processes used, and interpretations developed, for laboratory analyses; adapt theories and principles of natural and physical sciences to laboratory analysis; solve technical laboratory and instrument and equipment problems; determine cost-effective testing systems and practices; maintain composure when providing testimony; coordinate and manage multiple activities and deadlines, interpret and analyze data and draw conclusions about the compliance of laboratory and administrative operations; plan, organize, and establish the 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 and judicial agencies, and the public; instruct, evaluate and coach assigned employees in the principles, techniques, and tests of work assigned; organize assignments and set priorities for the unit(s) 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; manage the development and implementation of quality assurance/safety processes and requirements; monitor and conduct compliance audits of laboratory activities and staff; assess the feasibility of implementing proposals. Must be able to obtain and maintain access to various databases deemed to be necessary to perform assigned duties. Databases may include but are not limited to CODIS, AFIS (NGI), NIBIN, and CJIS.

**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 physical science, natural science, forensic science, criminalistics, or other relevant fields where specific scientific coursework in job-related specialties have been completed AND five years of experience performing laboratory analyses and/or quality assurance functions in a nationally accredited forensic laboratory or equivalent, which includes at least one year of supervision experience. Must have had a laboratory Work Authorization in at least one forensic analysis type and successfully completed proficiency testing annually while authorized to perform casework in that analysis area. Experience providing testimony in a court setting as a forensic expert.

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## State Patrol Laboratory Director

V53016

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

This is a single position job classification that is restricted in use solely to the Nebraska State Patrol (NSP). The position performs program and administrative responsibilities that direct NSP's state-wide forensic science operations to receive, analyze and evaluate evidence pertinent to law enforcement and judicial needs involving multiple agencies and legal needs for different jurisdictions and authorities. Work is performed independently and subject to periodic consultations with the NSP senior management when unique problems arise that are not analytical or technical in nature.

Serves as a primary program administration liaison for the State's forensic analysis operations with allied law enforcement agencies, other state and federal agencies, public safety agencies, elected officials, media, vendors, and the public in regard to high profile or emergency analysis matters, subject to guidance and boundaries set by the Superintendent of the State Patrol. Supervises all assigned managers, supervisors, and laboratory staff and manages internal laboratory operations.

**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.)

Coordinates and directs operations, programs, and management staff of the NSP Crime Laboratory to ensure services provided meet agency and user needs and comply with the administrative and professional procedures and protocols of the NSP Crime Laboratory.

Guides, instructs, and leads laboratory staff to ensure a uniform understanding and focus on the laboratory mission and objectives.

Develops goals and objectives and associated standards for the NSP Crime Laboratory that conform to State law, agency goals and objectives, and national forensic laboratory standards. Directs and monitors the efforts of the laboratory staff to achieve these goals and comply with required standards. Composes periodic reports on these efforts.

Develops and provides liaison processes with allied law enforcement agencies, state agencies, and other forensic service agencies to discuss and resolve across agency problems and/or issues that impair the effectiveness and efficiency of the NSP Crime Laboratory and law enforcement community interactions.

Coordinates the maintenance of laboratory equipment, and instruments. Oversees supply inventories and case evidence storage to ensure adherence with established work practices, protocols, and standards, for the safety, health and security of staff and stored materials. Evaluates and recommends new laboratory equipment and instrument purchases that are necessary to ensure that the NSP Crime Laboratory offers a high quality of examination services with current technologies. Approves all purchase orders generated by the NSP Crime Laboratory.

Directs or participates in efforts to develop the NSP Crime Laboratory budget, staffing reports and initiatives, and other administrative oriented reports and presentations. Approves and coordinates laboratory grant applications and administration.

Coordinates development and approval of written directives for the safe operation of the NSP Crime Laboratory. Stays informed of current NSP Crime Laboratory health and safety issues and directs the development of any new protocols/practices to address these issues. Informs and confers with State Patrol and other law enforcement agencies to ensure their awareness of developing protocol changes, and health and safety hazards relevant to their evidence and laboratory analyses.

Determines the developmental needs of laboratory staff. Determines the basis for personnel actions such as hiring, promotion, discipline, and training. Reviews and monitors work products and reports to ensure compliance with work practices, protocols, and standards. Coordinates the selection and hiring of laboratory analytical, administrative, and supervisory staff positions.

Directs the periodic review by laboratory management staff of policies governing the Crime Laboratory Division operations to ensure they are current. Monitors the accreditation standards and approves policy changes.

Conducts performance appraisals and approves SMART goals for laboratory management staff. Reviews and approves laboratory staff performance appraisals. Directs the documentation by laboratory management staff of all inadequate or improper work performance and preparation of a work performance improvement plan for any laboratory employee failing to meet performance expectations during an official performance appraisal period.

Coordinates research to consider innovative procedures, applicable accreditation standards, new technology, and unconventional funding sources to develop improvements to current procedures.

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

Knowledge of: the principles and practices of forensic science and forensic laboratory administration; the principles and practices of leadership, management and supervision; the principles and practices of biology and microbiology, chemistry and biochemistry, and/or physical sciences and their applications in a forensic laboratory setting; the principles and concepts of applied laboratory testing; the procedures, equipment, instruments, materials, and facilities of laboratory testing; the hazards and safety precautions of laboratory testing activities; information sources and resource literature pertinent to forensic analysis and laboratory operation; the techniques of criminal evidence analysis; State law, rules, agency policies, procedures, and national standards governing the forensic analysis of materials submitted as evidence in criminal investigations; the roles, responsibilities and working relationships of various law enforcement and criminal justice agencies/jurisdictions in the state; 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, court procedures and investigative operations; forensic laboratory accreditation and quality assurance standards and practices.

Ability to: lead, plan, direct, and supervise State forensic laboratory operations and laboratory staff including scientific, technical support, and ancillary staff; communicate with others verbally and in writing to exchange and present administrative, technical, and scientific information, findings, conclusions, and recommendations; interact with administrative, law enforcement, and scientific and other laboratory staff, public and private officials, and the public to exchange information and provide instruction or advice; interpret and apply instructions regarding administrative policies, equipment operational manuals, official laboratory analysis protocols, accreditation standards, and safety and health practices; use laboratory supplies, instruments, and apparatus; coordinate and oversee laboratory testing and analysis procedures and methods; design and evaluate laboratory testing and analysis procedures and standards; instruct other staff in laboratory testing and analysis policies, procedures, and standards; set work priorities; coordinate the efforts of the laboratory management team; promote the mission, goals and decisions of the NSP Crime Laboratory to criminal justice, judicial, and jurisdictional representative; utilize the capabilities of the laboratory management team for productive operations; mentor and develop staff for future leadership roles within the NSP Crime laboratory.

**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 physical science, natural science, forensic science, criminalistics or other related field AND eight years of experience performing laboratory analyses and/or quality assurance functions in an accredited forensic laboratory, which includes at least five years of supervision experience. Must have had a laboratory Work Authorization in at least one forensic analysis type and successfully completed proficiency testing annually while authorized to perform casework in that analysis area. Experience providing testimony in a court setting as a forensic expert. Formal training in laboratory accreditation standards ISO 17025, forensic supplemental standards, and accreditation assessments.

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**SPECIAL NOTES APPLICABLE TO ALL LEVELS:**

Applicants for State Patrol positions must successfully complete an extensive background screening prior to being employed, which may include completion of a Personal History Questionnaire. Applicants will be screened for a record of criminal activity and criminal history using a fingerprint-based check 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 involvement in felonious or criminal behavior.

Individual Forensic Scientist positions may require coursework in specialized scientific and related disciplines such as biology or chemistry, or others relevant to specialty area.

Possession of a valid driver’s license or the ability to provide independent authorized transportation.

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).

Established: 10/2019

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
State Patrol Forensic Laboratory Director	Verbiage Updated throughout; examples of work added; minimum qualifications updated	03/2024
All sections	Updated verbiage in multiple sections	03/2026