

GRADE: 14E

TITLE: MANAGER, CRIMINALISTS
BUREAU: AUXILIARY SERVICES
DIVISION: LABORATORY

REPORTS TO: COMMANDER, LABORATORY DIVISION

SUPERVISES: SECTION SUPERVISOR, DNA
SECTION SUPERVISOR, DRUG

POSITION SUMMARY: Performs a wide variety of duties to manage the technical progress of the Section Supervisors assigned to the Chemical Laboratory Section which is responsible for laboratory analysis of evidence to provide expertise in crime scene processing and expert testimony, and serve as Technical Director of the Laboratory as it applies to Laboratory Accreditation, technical policies and procedures and grant applications.

FUNCTIONS OF THE JOB

Essential Functions

- 1) Manages and assigns cases to Section Supervisors and formulates policy on what type of tests will be conducted.
- 2) Establish procedures, evaluate validity and proficiency of current testing processes, recommend equipment and evaluate work output for Chemical Section of Laboratory.
- 3) Facilitates the professional development of staff to enhance the character and credibility of the laboratory including but not limited to reviewing completed criminalists reports for technical accuracy to insure tests are documented, substantial notes, graphs and charts are present, conclusions are consistent etc.
- 4) Oversee the administration of the Laboratory Information Management System. Modify database as needed to collect new data. Design new Crystal Reports to achieve greater usefulness of the system.
- 5) Assist lab units with reviewing current work procedures with the intent to streamline processes.
- 6) Advise and recommend on the use of computers in the lab. Trouble shoot PC issues.
- 7) Renders expert witness testimony in court based on results of evidence analysis, reports confidential analysis to detectives and prosecutors.
- 8) Provide in-house training to new criminalists and other department members and monitors performance through testing and quality assurance. May provide educational services to other departments and police academy as needed.
- 9) Perform specialized crime scene investigation techniques as requested.
- 10) Maintain evaluation tests and aids in the maintenance of equipment, verify analytical instruments have been calibrated properly and are performing properly, specify and requisition equipment and supplies based on vendor performance specifications and completion of the competitive bidding process.
- 11) Remain current in technical qualifications through continuing education, attending seminars.
- 12) Direct program of internal, external and blind proficiency testing to meet ASCLD guidelines.
- 13) Coordinate the disposal of drugs that are no longer needed.
- 14) Conduct annual review of laboratory using ASCLD-LAB guidelines to insure lab is operating under specific requirements for accreditation and coordinate ASCLD's onsite inspection every five years.
- 15) Formulate policy to comply with Federal, OSHA, and hazardous substance and health and hygiene guidelines.

Marginal Functions: None identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, sitting, talking, hearing, walking.
- 2) Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus.
- 3) Sedentary work – exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of this job.

Somewhat undesirable working conditions. Exposed to odor, chemicals and other elements with no element continuously present to the extent of being disagreeable.

POSITION QUALIFICATION REQUIREMENTS

Education: Equivalent to a complete college or university degree in a closely related scientific field. Master's degree preferred.

Experience: Minimum of five years experience in a forensic laboratory is required in order to gain sufficient knowledge to fulfill the duties of this position.

Skills and Abilities: Skills and abilities, which may be representative but not inclusive of those commonly, associated with this position.

- 1) Strong supervisory decisions making, communication, instructional, and organizational skills.
- 2) Considerable knowledge of forensic science methods and processing in the relevant disciplines of the section.
- 3) Extensive familiarity with computer software and relational databases.

Machines, Tools, Equipment and Work Aids: Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

Mass Spectrometers, Fourier Transform Infrared, Volt/ohmmeters, Server Maintenance, Electrostatic lifters.

License(s)/Certifications: NONE REQUIRED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

"Common associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Original Evaluation	Revised By	Revised By	Revised By
MG: 10/97	MG: 03/04		