



Career Service Authority
Forensic Scientist Supervisor

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GENERAL STATEMENT OF CLASS DUTIES

Performs professional and supervisory work over Forensic Scientists including planning, directing performance criteria for laboratory operations, and reviewing analytical casework and quality assurance/control program.

DISTINGUISHING CHARACTERISTICS

This class performs professional and supervisory work over Forensic Scientists including planning, directing performance criteria for laboratory operations, and reviewing analytical casework and quality assurance/control program. This class is distinguished from a Forensic Scientist II that performs full performance level forensic work including applying the physical sciences to the investigation of crimes, conducting scientific laboratory analyses on physical evidence, providing scientific consultation, and testifying as expert witness in counts of law. The Forensic Scientist Supervisor is distinguished from a Manager II that directs and manages an operational and/or functional area(s) by developing objectives while implementing strategies and managing plans, programs, and projects.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more Forensic Scientists.

ESSENTIAL DUTIES

Directs the operations of individual units/sections within the forensic laboratory and the work of forensic scientists involved in applying the physical sciences to the investigation of crimes and conducting scientific laboratory analyses on physical evidence.

Coordinates and reviews the quality assurance/control criteria and related activities of their respective units/sections to ensure that all standards and guidelines of the forensic laboratory are met and prepares technical and management reports.

Serves as a consultant to forensic scientists when making difficult decisions related to choice and application of chemical and physical analysis and when developing quality findings and conclusions regarding analysis of more complex cases.

Presents court testimony as an expert witness, monitors and evaluates court testimony of forensic scientists, and oversees the preparation of exhibits for courtroom use.

Participates in the budget process in order to ensure staff members are provided the training and tools necessary to perform quality forensic analysis.

Oversees and ensures staff members receive professional development and uniform technical training including instruction in laboratory safety and in the operation of laboratory equipment and instrumentation.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Strategic Thinking – Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy, examines policy issues and strategic planning with a long term perspective, determines objectives and sets priorities, and anticipates potential threats or opportunities.

Oral Communication – Clearly communicates and explains organizational policies and work assignments to staff and communicates information to peers, higher-level managers, administrative staff of other organizations, and internal and external customers.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner appropriate for context, time, and place. Written materials are of a routine nature and affect the immediate area(s).

Interpersonal Skills – Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish section's mission. Adapts approach to different people and situations.

Conflict Management – Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to generate areas of agreement and joint action.

Decisiveness – Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out ideas, systems, or policies that affect the section. Legal, public, and financial consequences are generally limited to the area(s).

Problem Solving – Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

Flexibility – Is open to new ideas, adapts to changing work situations and priorities by modifying existing plans and work methods that affect the area, internal and external customers, and local stakeholder groups, and remains calm under pressure.

Self-Direction – Sets goals, takes initiative in implementing ideas, systems, or policies that affect an area, manages time efficiently, encourages feedback, and invests in self-development.

Chemistry – Knowledge of the concepts, principles, and theories of the composition, structure, and properties of substances and of the chemical processes and transformations including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Mathematical Reasoning – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Technology Application – Uses machines, tools, instruments, or equipment effectively and utilizes computers and computer applications to analyze and communicate information in the appropriate format.

Research – Knowledge of the scientific principles, methods, and processes used to conduct a systematic and objective inquiry including study design, collection, analysis, and interpretation of data, and the reporting of results.

Organizational Awareness – Knows the organization's mission and functions and how the social, political, and technological systems work and operates effectively within them including the program policies, procedures, rules, and regulations of the organization.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Teaching Others – Helps others learn through formal or informal methods, identifies training needs, provides constructive feedback, coaches others on how to perform tasks, and acts as a mentor.

Vision – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

Client Orientation – Applies quality management principles and processes for delivery of high-quality products and service(s), meets routine demands of internal and external customers, and strives for continuous improvement.

Leadership – Initiates and sustains action to accomplish the goals of an area by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

Planning and Evaluating – Establishes objectives and strategies, identifies required resources, and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that policies are being implemented and adjusted as necessary to accomplish the organization's mission.

Human Resource Management – Works with human resource staff to implement human resource policies to ensure accomplishment of organizational goals through effective recruitment, selection, training, performance appraisal, recognition, and corrective/disciplinary action, maintains effective employee relations, and complies with government/citywide regulations and policies.

Managing Diverse Workforce – Implements diversity policies for an area, supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building – Encourages and facilitates cooperation and open communication, promotes team work at all levels, cooperates with staff, higher-level managers, peers, administrative

staff from other organizations, internal and external customers, and local stakeholder groups to accomplish goals.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Technical Competence – Is knowledgeable about the subject matter, procedures, requirements, regulations, and policies related to the area of responsibility. Provides expert advice to staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of budgeting principles and practices sufficient to be able to administer a budget to accomplish program objectives.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object up to 10 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Subject to varying and unpredictable situations.

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Education Requirement:

Bachelor's Degree in Chemistry, Biochemistry, Biology, Physics, or a directly related natural science.

Positions in the DNA discipline require a Master's Degree in Biology, Chemistry, Forensic Science, or a closely related field and successful completion of a minimum of 12 semester hours of undergraduate or graduate course work in biochemistry, genetics and molecular biology (molecular genetics, recombinant DNA technology), statistics, and other subjects which provide a basic knowledge of forensic DNA analysis as well as statistics and/or population genetics as it applies to forensic DNA analysis.

Experience Requirement:

Three years of full performance professional criminalist and forensic analysis experience in toxicology, serology, drug chemistry, trace evidence, or other forensic discipline including a demonstrated competence in qualitative analysis and responsibility for quality assurance.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure and/or Certification:

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 08/16/2006

REVISED DATE: 09/18/2011

ESTABLISHED BY: Patricia Anderson

REVISED BY: Blair Malloy

CLASS HISTORY
8/16/06: This is a new class.
9/18/11: Added supervisory training course language