



Office of Human Resources  
Forensic Director - CE3265  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Directs the Forensic and Evidence Division's functional and operational professional groups which includes developing annual and multi-year plans and strategies, ensures resources are available to achieve work plans; resolves complex business issues; and establishes management practices and processes that ensure the accomplishment of laboratory performance standards. Supervises Forensic Manager.

### Distinguishing Characteristics

There are three management and supervisor classes utilized within the Forensics and Evidence Division (Forensic Director, Forensic Manager and Forensic Scientist Supervisor or Criminalist Supervisor). A Forensic Director manages a division and is responsible for implementing organizational goals within the Forensic and Evidence Division, and for supervising Forensic Managers, first line Forensic Supervisors, Criminalist Supervisors and/or individual contributors. The Forensic Director is strategically, operationally, and functionally focused with primary emphasis on strategy.

The Forensic Director is also distinguished from the Forensic Manager. The Forensic Manager oversees laboratory units within the Forensics and Evidence Division and is responsible for supervising first line Forensic Supervisors, Criminalist Supervisors and/or individual contributors. A Forensic Manager position is operationally and functionally focused.

### Essential Duties

Directs functional and/or operational areas for a division. Represents the division's positions, initiatives and interests with a focus on the delivery of superior customer service; ensures staff is sufficiently knowledgeable and dynamic regarding customer service protocols and performance expectations.

Works with the management team and staff to recommend strategic initiatives, goals, and objectives for the division and once approved, to implement them. Directs the performance of the division by implementing the strategic plan, and the associated division level key performance indicators (KPIs). Develops and implements strategies for optimizing performance of the division with the goal of meeting or exceeding the established KPI performance benchmarks.

Establishes and implements division's standards, procedures, systems and guidelines. Provides expertise and consultative guidance to internal and external stakeholders as assigned which may include elected and appointed officials, citizens, and members of the business community.

Implements policies, programs, operating procedures and practices for the division and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

Identifies opportunities for scientific advancement and research activities to ensure continuous innovation. To ensure proper funding for research projects, identifies grant solicitations and assists with applications.

Performs advanced scientific casework and maintains qualifications in one or more forensic disciplines. Successfully completes yearly proficiency testing and/or competency assessment.

Available for call out and response to major crime scenes. Oversee and ensure proper resources are available and monitors the quality of the processing of the scene.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

### **Competencies**

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Scientific Method – Ability to apply scientific principles to problems that require critical thinking to methods and processes such as: validation studies, research projects, evaluation of forensic results, and testimony in court.

### **Knowledge & Skills**

Advanced knowledge of forensic disciplines practiced in the Denver Police Crime Laboratory which includes but not limited to; Chemistry, Trace Evidence, Forensic Biology, DNA Analysis, Firearms Analysis, Latent Print Examination, Forensic Imaging, Computer Forensics and Crime Scene Investigation.

### **Level of Supervision Exercised**

Directs the Forensics and Evidence division by supervising Forensic Managers, Forensic Supervisors, Criminalist Supervisors, and/or individual contributors.

### **Education Requirement**

Master's Degree in Forensics, Engineering, Chemistry, Biology or related science field.

**Experience Requirement**

Two (2) years of experience at the type and level of functional or operational management (such as but not limited to Forensic Manager) in the field of Forensic Science or related and

Seven (7) years of experience as a Forensic Scientist, Forensic or Criminalist Supervisor, Criminalist, or as Quality Assurance Manager in a forensic laboratory accredited to ISO:17025 standards.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls, inquiries, and conflict.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-18**

**FLSA Code: Y**

**Established Date: 4/19/2020**

**Established By: SO**

**Revised Date: 11/27/2022**

**Revised By: BM**

**Class History: 11/27/2022 - Revised pay grade as a result of CN1746.**