



Office of Human Resources
Forensic Scientist Supervisor - CE2195
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General Statement of 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 III that performs full performance level forensic work while performing technical lead 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.

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 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.

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.

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

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

Influencing - Collaborates with, persuades and influences others.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

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

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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.

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

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.

Level of Supervision Exercised

Supervises two or more Forensic Scientists.

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 related field.

Experience Requirement

Five (5) 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

One (1) year 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

It is a condition of employment that the Denver Police Forensics & Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.

Working Environment

Subject to varying and unpredictable situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.

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.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

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

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

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

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

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

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-14
FLSA Code: Y
Established Date: 7/14/2019
Established By: SO
Revised Date:
Revised By:
Class History: