

CLASS TITLE: FORENSIC LABORATORY DIRECTOR

PURPOSE OF THE CLASSIFICATION: Under direction is responsible for directing, planning, developing, supervising and administering the activities and advanced scientific work of the Police Forensic Laboratory; and performs other related assigned duties.

ESSENTIAL TASKS:

- Manages and/or participates in projects and prepares project schedules and develops division goals and objectives
- Plans, schedules and coordinates laboratory work
- Trains and supervises employees and their development in the areas of accreditation, administrative documentation, quality assurance and laboratory analysis and instrumentation
- Supervises the testing and analysis required in criminal investigations for the Police Department, other law enforcement agencies and the District Attorney's Office
- Projects, prepares, administers and monitors laboratory budget
- Orders, maintains and designates as appropriate laboratory inventory, including highly complex and advanced scientific testing instruments
- Directs training and equipment preparation of and/or prepares payment requests and maintains records and receipts of purchases
- Performs examinations and/or analyses of casework and prepares scientific reports as needed
- Acts as a liaison with other community, law enforcement and judicial agencies
- Researches, writes and administers grants for training, enhancement of services, research equipment and specialized studies
- Oversees health and safety, radiation safety management, biological and hazardous materials and security program
- Develops plans and strategies to obtain alternate funding for the laboratory
- Monitors staff compliance with ASCLD/LAB and CALEA Accreditation criteria/standards
- Liaisons with and educates attorneys, courts, law enforcement and legislative bodies to further forensic and department goals
- Co-administers the lab case management database
- Researches novel and newly accepted national standard methods, procedures, equipment and instrumentation utilized in forensics, crime scene and evidence management to implement within the Lab and Department
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in forensic science, chemistry, biology, or related natural science, and eight (8) years of progressively responsible experience, including five (5) years as a qualified and recognized Forensic Scientist and four (4) years of forensic supervisory experience.

Knowledge, Abilities and Skills: Considerable knowledge of forensic disciplines and forensic laboratory management; considerable knowledge of laboratory research methods; ability to write technical reports and correspondence and handle sensitive public contacts; ability to supervise technical staff; skill in written and verbal communications with professionals and lay persons; ability to solve problems involving many variables; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Must meet the ASCLD/LAB requirements for Lab Director, National Board Certification as a Diplomat or Fellow of The American Board of Criminalistics or the American Board of Forensic Toxicologists.

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory office setting.

Class Code: 1145

EEO Code: E-01

Pay Code: ST-62

Group: Clerical and Administrative

Series: General Administration

Effective date: May 30, 2007