

CLASS TITLE: FORENSIC OPERATIONS MANAGER

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

ESSENTIAL TASKS:

- Prepares project schedules and develops division objectives
- Plans, schedules, and coordinates laboratory work
- Trains and supervises employees and their development in the area of 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
- Develops and monitors laboratory budget
- Orders and maintains laboratory inventory, including highly complex and advanced scientific testing instruments
- Prepares payment requests and maintains records and receipts of purchases
- Acts as a liaison with other community agencies
- Researches, writes and administers grants for research equipment and specialized studies
- Oversees safety and hazardous materials program
- Develops plans and strategies to obtain alternate funding for the laboratory
- Acts as Lab Director during absence of Forensic Lab Director
- Liaisons with and educates attorneys, courts, law enforcement and legislative bodies to further forensic and department goals
- Performs examinations and/or analyses of casework and prepares scientific reports as needed
- 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 as a qualified Forensic Scientist performing analyses in at least one (a) discipline for five years, including four (4) years of forensic supervisory experience; and experience in an ASCLD/LAB (American Society of Crime Lab Directors/Laboratory Accreditation Board) laboratory preferred.

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.

Licenses and Certificates: None required. National certification in criminalistics or a specialty preferred

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

Class Code: 1149

EEO Code: E-01

Pay Code: ST-58

**Group: Clerical and Administrative
Series: General Administration**

Effective date: March 21, 2007