CLASS TITLE: FORENSIC TECHNICAL MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction functions as a forensic technical expert, supervising a Tulsa Police Department Forensic Laboratory Section and performing testing and analysis, maintaining a quality assurance system and providing complex scientific information related to the adjudication of criminal matters in courts of record and performs other related duties.

ESSENTIAL TASKS: (Dependent on particular sub-discipline within forensic science)
- Maintains quality assurance system crucial for law enforcement and criminal prosecution
- Performs as a technical expert holding ultimate responsibility for the quality and technical accuracy of all reported scientific findings within section
- Evaluates current operations and recommends and establishes cost effective/efficient laboratory procedures
- Oversees the development of procedural manual, coursework and forensic scientist training
- Administers an individual characteristic database (section dependent)
- Organizes, prioritizes and tracks casework for analysts
- Oversees the development of procedural manual, coursework and forensic scientist training
- Consults with lawyers, investigators and various local, state and federal agencies that provide forensic training, consultation, database assistance, records of quality testing and leads in criminal cases
- Testifies in state, federal and other jurisdictions courts of law as needed
- Performs examinations, 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 a natural science, criminalistics, or closely related field and seven (7) years of qualified analyst experience (or five (5) years with a master’s degree) in a forensic laboratory with ASCLD/LAB (American Society of Crime Lab Directors/Laboratory Accreditation Board) laboratory experience, including at least two (2) years in a lead or supervisory position preferred. Experience in qualifying and testifying as an expert witness regarding a forensic science discipline in state or federal court is also preferred.

Knowledge, Abilities and Skills: Comprehensive knowledge of principles of analytical scientific procedures; considerable knowledge of the safe use, hazards and toxicity of chemicals; considerable knowledge of federal, state and local regulations pertaining to forensic science analysis and quality assurance standards. Ability to be qualified as an expert witness in the Tulsa County Court System; ability to supervise the technical details of a laboratory section and train forensic scientists in section analysis; ability to communicate effectively both verbally and in writing on scientific tests results; and ability to perform accurate detailed scientific analyses and calculations. Ability to effectively present, explain and support the scientific procedures used to a jury; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Skill in supervising/leading the day-to-day operations of a section.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 10 pounds with occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class “D” Driver’s License. Board certification in the appropriate discipline is preferred.
WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory setting and may be exposed to various hazardous chemicals, toxic fumes/vapors/odors, high noises, high voltage and biohazards.

Class Code: 2059
EEO Code: E-02
Pay Code: ST-55

Group: Cultural, Legal and Science
Series: Sciences

Effective Date: September 17, 2018