

## FORENSIC SERVICES ADMINISTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Forensic Services Administrator is responsible for the planning, development, supervision, and administration of the Forensic Services Section for the Police Department. General supervision is exercised over the work of professional and Forensic Scientist Supervisors, Forensic Services Supervisors, and other assigned personnel. Additional duties performed include: preparing the budget for the Forensic Services Section; assisting with the development of short- and long-range facility planning; establishing procedures to ensure compliance with national crime laboratory accreditation requirements; planning and maintaining a professional development program for employees; soliciting, monitoring, and researching federal, state, and local grant opportunities available for all units/disciplines of the laboratory, preparing grant proposals, applications and documentation for grant funds and quarterly grant status reports; and representing the Police Department on forensic science issues. The Forensic Services Administrator acts as a liaison between Mesa and other agencies regarding scientific matters, equipment, case processing, supply procurement, laboratory safety, preparation and maintenance of laboratory records/ procedures, and reference files. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. A Forensic Services Administrator is responsible for the following: daily administration of the Section; development and implementation of plans to meet the facility; equipment and staffing needs of the laboratory; enhancing the lab capabilities and efficiency by researching and implementing new technologies; providing expertise to the department on forensic science related issues; preparing memos and documentation; ensuring compliance with policies and procedures; ensuring compliance of the quality system; reviewing job descriptions; recommending and approving training; conducting technical and administrative case review; authorizing purchases; conducting meetings; approving corrective action for analytical discrepancies; reviewing corrections and improvements in the quality system; preparing grant proposals; member of the Laboratory Safety Committee; member of the Arizona Crime Laboratory Directors Organization; member of the Arizona Forensic Services Advisory Committee; and a member of the delegate assembly for the American Society of Crime Laboratory Directors (ASCLD).

Good communication skills are an essential element of this position due to the court testimony required and the frequent interaction/coordination with management, City officials, other agencies, police officers and attorneys. Supervision is received from a Police Commander or higher ranking official who reviews work through meetings, reports, and results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with a Bachelor's or advanced degree in natural science (Chemistry, Biology or Physics) or Criminalistics/Forensic Science. At least nine years of progressively responsible experience as a Criminalist/Forensic Scientist in a recognized laboratory actively engaged in forensic sciences.

Considerable (3 - 5 years) experience as a supervisor in a Crime Laboratory. A Master's (or PH.D) degree in biology, biochemistry, pharmacology, criminalistics or forensic science can substitute for two (2) years of "non-supervisory" case work. Experience in an ASCLD/LAB accredited laboratory.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** None.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public, other City employees, management, public officials, sworn personnel, attorneys, officers of the court, and vendors to manage the activities of the Forensic Services Section. Communicates with employees regarding their performance. Communicates with other experts in the field to exchange information on all types of forensic methodologies. Instructs and trains others in a classroom setting or on the job. Prepares written documents including grant applications, performance evaluations, workstation entries, detailed proposals, reports, memos, letters, budget documents, accreditation standards, and court documents with clearly organized thoughts using scientific symbols, proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews the work product of others to ensure compliance with standard operating procedures; federal drug enforcement regulations; Occupational Safety and Health Administration (OSHA) and Arizona Department of Public Safety - Alcohol regulations; state laws regarding drugs; Driving Under the Influence (DUI); and Arizona Automated Fingerprint Identification System (AZAFIS) requirements. Observes subordinates' work performance in the laboratory or in the field. Inspects, monitors, and evaluates equipment, information, and work-related conditions to determine compliance with prescribed operating and safety standards, regulations, and guidelines including manufacturer's specifications on computerized scientific equipment and national crime laboratory accreditation standards. Uses specialized, non-routine, protective equipment when exposed to hazardous agents and chemicals. Attends court hearings and meetings. Enters data or information into a personal or laboratory computer in order to prepare various documents and compile statistical information. Attends meetings.

**Mental:** Plans, organizes, and directs the activities of the Forensic Services Section. Manages the work of Forensic Scientist Supervisors and other assigned personnel. Prioritizes and assigns work to subordinate staff. Resolves procedural, operational, and other work-related problems by communicating with subordinates, departmental and City personnel, other experts in the field, and outside agencies. Develops laboratory policies and procedures, new scientific methodologies, accreditation conformance standards, and short- or long-range goals. Prepares and monitors the budget for the Forensic Services Section. Interprets graphs, charts, and mathematical formulas to check and approve scientific reports or validation studies. Comprehends and makes inferences from written material including laboratory reports, scientific journals, and testimony transcripts to maintain expertise in the forensic science field

and provide the most advanced examination of physical evidence and resulting court testimony. Evaluates and implements in-service training programs including professional development for criteria-based promotion of subordinates. Learns job-related material through on-the-job training or in a classroom setting regarding updated methodologies.

**Knowledge/Skill/Abilities:**

Knowledge of:

ASCLD/LAB Accreditation standards;  
OSHA Safety requirements;  
Material Safety Data Sheets (MSDSs);  
applicable Arizona State Revised Statutes;  
applicable scientific technical working groups requirements (for discipline/unit assigned);  
applicable professional organizations (for discipline/unit assigned);  
the principles, methods, materials, equipment, and techniques used in forensic science;  
the principles of chemistry, physics, biology, physiology, and photography as related to forensic science;  
crime scene procedures;  
state and federal statutes and case law covering contraband, drugs, and the use of physical evidence in court, the rules of criminal procedures concerning time limits, discovery, evidence and expert witnesses;  
supervisory management principles and techniques; and  
police department policies, procedures, rules, regulations and laboratory functions.

Skill in the use of forensic laboratory equipment and in demonstrating tests and examinations to others.

Ability to:

prepare, monitor, and update a comprehensive budget for the Forensic Services Section;  
prepare and monitor detailed grant requests for federal and state funding;  
prepare and maintain records and training materials;  
maintain the confidentiality and security of records and information;  
secure the cooperation of others in difficult work situations;  
effectively supervise and motivate subordinate personnel; and  
establish and maintain effective working relationships with subordinate employees, police personnel, other law enforcement related agencies, City personnel, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-Prof

JOB FCTN-ADM

INCREMENTS 50-200

PAY GRADE: 61

IND-7720

SWORN-No