

## FORENSIC SCIENTIST SUPERVISOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Forensic Scientist Supervisor performs activities associated with the Police Department's Forensic Services Division and is responsible for the day-to-day administrative and technical operations of multiple units within the Forensic Services Division (Biology - Serology and DNA, Controlled Substances, Firearms/Tool Marks, Toxicology - Blood Alcohol and Drug Screening/Confirmation, Quality Assurance Unit), or is responsible for a major program within the Forensic Services Division (example: Quality Assurance Manager, DNA Technical Leader, Laboratory Information Management Systems [LIMS], Combined DNA Index System [CODIS], National Integrated Ballistics Information Network [NIBIN], etc.) and is responsible for the day-to-day operation of one or more units within the Forensic Services Division. Work may also involve overseeing the Latent Print, Photo Laboratory, Crime Scene, Fingerprint Identification, and/or Support Units within the Forensic Services Division. These units conduct highly specialized forensic evaluations utilizing chemical, microscopic, or chromatographic techniques and instrumentation to examine, identify, and evaluate physical evidence which may include: hair, fibers, fabrics, firearms, bullets, cartridge cases, latent prints, substances suspected of containing drugs, fire debris, paint, glass, soil, blood, urine, and other biological substances. Specific supervisory duties include: ensuring American Society of Crime Laboratory Directors/ Laboratory Accreditation Board requirements are instituted and maintained; developing, approving, and maintaining unit specific training programs; conducting, monitoring, and documenting training progress of all unit personnel; documenting authorization for unit personnel to conduct specific analyses/functions upon completion of competency testing; generating, reviewing/updating, and approving unit standard operating procedures; and ensuring compliance by personnel under their supervision; training laboratory personnel on-the-job; developing training programs for sworn personnel; directing caseload and turnaround time; developing and implementing new laboratory techniques, methods, and equipment; developing and maintaining a quality assurance program for assigned unit(s); ensuring laboratory safety; overseeing national databases (including AFIS, CODIS, and NIBIN); preparing and maintaining laboratory records and reference files; performing technical and administrative review of case reports; and preparing and monitoring the unit's portion of the Forensic Services Division budget. A Forensic Scientist Supervisor is also responsible for providing expert testimony in court as well as accompanying other Forensic Services Division personnel to court in order to review and formally critique their expert witness testimony presentations. A Forensic Scientist Supervisor is also responsible for research and development activities within their unit and the final review and approval of new equipment, techniques, and procedures instituted within their respective units. A Forensic Scientist Supervisor also researches federal, state, and local grant opportunities available for their units; assists in the preparation of grant proposals and prepares quarterly grant status reports. A Forensic Scientist Supervisor is responsible for ensuring compliance with applicable safety rules and regulations. This class performs related duties as required.

**Quality Assurance Manager Assignment:** Responsible for overseeing, monitoring and maintaining the quality assurance program to meet the appropriate accreditation standards: Legacy or International (including ISO/IEC 17025). Specific duties include: controlling, maintaining, and updating the quality assurance manual; monitoring laboratory practices to verify continuing compliance with policies and procedures; overseeing the Safety Program; evaluating instrument calibration and maintenance records; periodically assessing the adequacy of report review activities; ensuring the validation of new technical procedures is documented; investigating technical problems, proposing remedial actions, and monitoring corrective action plans; administering proficiency testing and evaluating the results; selecting training

and evaluating internal auditors; scheduling and coordinating quality system audits; recommending training to improve the quality of the section's staff; preparing and maintaining laboratory records and reference files; completing and submitting the annual accreditation audit documentation by the annual anniversary date; and maintaining and monitoring court testimony records. Other duties may include: performing technical and administrative review of case reports; serving as a liaison for the Police Department's yearly assessments; assisting with the Forensic Services Division's budget; assisting in securing grant funds; implementing and monitoring major programs; and providing expert testimony in court.

**Distinguishing Features:** A Forensic Scientist Supervisor is a supervisory position that is responsible for the day-to-day administrative and technical operations of multiple units (Biology - Serology and DNA, Controlled Substances, Firearms/Tool Marks, Toxicology - Blood Alcohol and Drug Screening/Confirmation, and Quality Assurance Unit), or is responsible for a major program (example: Quality Assurance Manager, LIMS Administrator, etc.) and is responsible for the day-to-day operation of one or more units within the division. This class requires the combined application of previously attained professional knowledge with competence in general supervision. Good communication skills are essential as incumbents consult and coordinate with forensic personnel from other agencies, police officers, attorneys, accreditation inspectors, staff members at accreditation agency, and independent experts regarding the results of laboratory analyses. Additional responsibilities include monitoring special projects, conducting staff meetings, reviewing bid specifications, coordinating evidence processing, and preparing grant applications and subsequent documentation. Supervision is received from the Forensic Services Administrator who reviews work through meetings, reports, and results achieved. This position involves working with chemicals and other hazardous materials. This class is FLSA exempt-professional.

## 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 Biology/Biochemistry, Chemistry, Forensic Science (Criminalistics), or closely related field in a natural science. At least eight years of progressively responsible experience as a Criminalist in a laboratory actively engaged in the forensic sciences and/or quality assurance manager.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Incumbent will be required to become a certified internationally accredited inspector to participate in internal Forensic Services Division audits and may be expected to participate in approximately one external laboratory annually. Must possess a valid Class D Arizona Driver's License by hire date.

**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.** Some supervisory experience in a crime laboratory is highly desirable. Experience in an internationally accredited laboratory is preferred. Experience as an internationally accredited inspector is preferred (*Quality Assurance Manager Assignment*).

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, other City employees, management, public officials, sworn personnel, attorneys, officers of the court, accreditation agency personnel, and vendors. Communicates with employees regarding their performance. Communicates with the section regarding quality assurance issues. Communicates with other experts in the field to exchange information on all types of forensic methodologies and standards. Instructs and trains others in a classroom setting or on the job. Prepares written documents including memos, letters, performance evaluations, procedures, grant applications, and accreditation standards with clearly organized thoughts using scientific symbols, proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews the work products 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, and state laws regarding drugs, Driving Under the Influence (DUI), arson, and firearms. Observes subordinates' work performance in the laboratory or in the field. Inspects, monitors, and evaluates equipment, objects, 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. Distinguishes colors for preliminary drug testing and print comparisons. Detects toxic gases or other hazardous materials related to laboratory safety. Attends court hearings in order to provide expert testimony. Enters data or information into a personal or laboratory computer in order to prepare memos and performance evaluations. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to respond to crime scenes, attend meetings, and provide court testimony.

**Mental:** Plans, organizes, and supervises the activities of units within the Forensic Services Division. Oversees the quality assurance activities of units within the section. Prioritizes and assigns work to subordinate staff, and prioritizes own work. Resolves procedural, operational, and other work-related problems by communicating with subordinates, department and City personnel, other experts in the field, and outside agencies. Develops laboratory policies and procedures, new laboratory techniques and methods, short- and long-term objectives, and other plans including recommendations for the Forensic Services budget. Monitors research projects associated with scientific examinations. Comprehends and makes inferences from written material including laboratory reports, scientific journals/literature, and testimony transcripts to maintain current expertise in the scientific field and provide the best examination of evidence and court testimony. Interprets graphs, charts, and mathematical formulas to review and approve scientific reports. Prepares and implements in-service training programs. Learns job-related material through on-the-job training or in a classroom setting regarding updated and new laboratory techniques.

**Knowledge/Skill/Abilities:**

Knowledge of:

accreditation agency accreditation standards;  
OSHA safety requirements;  
Material Safety Data Sheets (MSDS);  
applicable Arizona State Revised Statutes;  
applicable scientific technical working groups requirements (for discipline/unit assigned);  
applicable professional organizations (for discipline/unit assigned);  
ISO/IEC17025 requirements and accreditation agency International Supplemental requirements;  
the principles, methods, materials, equipment, and techniques of forensic science;  
the principles of chemistry, physics, biology, biochemistry, and photography as related to forensic science;  
crime scene procedures and forensic science;  
recent developments, current literature, and sources of information on forensic science;  
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 unit functions.

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

Ability to:

plan, organize, and direct the Forensic Services Division's activities and quality assurance program;  
effectively coordinate laboratory activities with other department sections, law enforcement agencies, medical and legal professions, and the judiciary;  
objectively evaluate subordinate personnel;  
prepare, monitor, and update the budget for the Forensic Services Division;  
maintain confidentiality and security of records and information;  
secure the cooperation of others in difficult work situations;  
withstand intense examination in court as an expert on the laboratory analysis of evidence; and  
establish and maintain effective working relationships with 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-TEC

INCREMENTS 50-200

PAY GRADE: 57

IND-7720

SWORN-No