

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Forensic Division Manager		
<b>Job Code:</b>	MG1331	<b>Job Family:</b>	Management
<b>Pay Grade</b>	614	<b>Date Reviewed:</b>	07/10/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Manages, directs, supervises and coordinates activities of the Forensic Science Laboratory within the Police Department. Oversees the examination of various types of evidence and performs of a variety of scientific laboratory analyses; coordinates assigned activities with other divisions, departments and outside agencies; provides forensic training to members of the department and outside agencies; and provides administrative support to assigned Police Deputy Chief.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees the activities and operations of the Crime Lab. Evaluates and approves equipment and supply acquisitions; monitors crime lab budgets; conducts risk management exercises; monitors outsourcing of forensic testing; and ensures compliance with health and safety requirements and quality management policies and procedures.
3. Maintains ASCLD/LAB (American Society of Crime Laboratory Directors/Laboratory Accreditation Board) accreditation requirements; and monitors training, random audits and proficiency and competency testing for all professional and technical staff to ensure compliance with accreditation requirements.
4. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs. Recommends and administers policies and procedures.
5. Evaluates new techniques, procedures, programs, and instrumentation.
6. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.

7. Prepares grant applications and provides grant administration. Determines needed supplies, equipment and employee training; provides needs assessment to fiscal division; prepares narrative descriptions of crime lab projects on grant requests; and seeks grant approval.
8. Represents the Division in departmental meetings; serves as staff liaison on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; and provides staff assistance to the Deputy Police Chief.
9. Performs other related duties as required.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of:
  - Forensic disciplines and techniques, including firearms/tool marks, chemistry, Serology/DNA, trace evidence, latent prints, questioned documents and digital evidence.
  - ASCLD/LAB Accreditation requirements.
  - Established forensic auditing procedures, proficiency and competency testing standards, quality assurance standards.
  - Principles and practices of program development, project management, municipal budget and administration.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Risk management principles and practices and accounting principles.
  - City of Fort Worth personnel rules and regulations.
  - Texas criminal statutes.
  - Policies and procedures pertaining to crime lab testing and court testimony.
- Skill in:
  - Public speaking.
  - Research, analysis, and report writing.
  - Organization and interpersonal relations.
  - Risk assessment and management.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Oversee and participate in the management of a forensic laboratory.
  - Oversee the response and resolution of citizen and departmental complaints.
  - Oversee, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.
  - Participate in the development and administration of division goals, objectives and procedures.
  - Negotiate lab services with detectives.
  - Analyze reports and correctly interpret data.

- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in natural science, criminalistics, or a closely related field and two years of experience managing a forensic laboratory performing forensic analysis, including five additional years of performing casework in one of the ASCLD/LAB accredited disciplines.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.