

City of Fort Worth, Texas Job Description

Classification Title	Forensic Supervisor		
Job Code:	PR2821	Job Family:	Professional
Pay Grade	612	Date Created:	01/08/16
FLSA Status	Exempt	Date Revised:	02/12/18

GENERAL SUMMARY

Supervises and coordinates overall technical, administrative and quality aspects of a specific Crime Laboratory Unit (biology, chemistry, firearms) and provides administrative support to the Forensic Division Manager.

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. Performs all essential duties and responsibilities of a Senior Forensic Scientist.
3. Maintains quality within the Unit by conducting internal audits and ensuring compliance with accreditation standards pursuant to applicable Texas statutes.
4. Develops, implements and continuously monitors unit policies, procedures and quality assurance measures; reviews unit non-conformances.
5. Ensures proficiency and competency testing for all unit staff in compliance with accreditation requirements.
6. Ensures maintenance and repair of laboratory equipment.
7. Evaluates and implements new policies, techniques, procedures, and instrumentation; supervises, reviews and approves unit validation studies.
8. Develops, implements and monitors employee training program; develops annual professional development plan for unit employees.
9. Create, coordinate and provide training activities and presentations for internal and external clients.
10. Assists the Forensic Division Manager in the development and administration of the unit's annual budget; submits purchase authorization requests.
11. Responsible for casework management, including approving and coordinating outsourcing of evidence, prioritizing and assigning casework and other tasks.

12. Maintains and prepares unit technical, quality and administrative records.
13. Oversees and evaluates employee performance; establishes performance metrics and productivity goals for unit members; approves employee work schedules and leave requests; makes hiring, termination, and disciplinary recommendations.
14. Performs other related duties as required or when assigned.

When Assigned to the Biology Unit, Supervises:

- Evidence examination for the presence of biological material and, when necessary, the collection of trace material; performance of serological and DNA testing; compliance with the FBI Quality Assurance Standards for Forensic DNA Testing Laboratories.

When Assigned to the Chemistry Unit, Supervises:

- Performance of qualitative analyses of controlled substances, pharmaceutical preparations, and plant materials utilizing analytical techniques such as gas chromatography, mass spectroscopy, and infrared spectroscopy; toxicological analysis for the determination of blood alcohol concentration using headspace analysis.

When Assigned to the Firearm & Toolmarks Unit, Supervises:

- Examinations of all types of firearms and firearms related evidence, including firearm functionality testing, microscopic examination and comparison of ammunition components such as bullets and cartridge cases, serial number restoration testing, non-firearm toolmark examinations and muzzle-to-target distance determination examinations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Theoretical and analytical principles of natural, physical and forensic sciences, including organic, inorganic, chemistry, biology and/or other applicable fields and sub-disciplines.
 - Accreditation requirements and the Laboratory's Quality Management System.
 - Established proficiency and competency testing standards and quality assurance standards.
 - Principles of supervision, training and performance evaluation.
 - City of Fort Worth personnel rules and regulations.
 - Mathematic principles and statistics.
 - Laboratory testing procedures and methods.

- Proper procedures, and safety precautions regarding chemicals, toxins and biological substances.
- Evidence collection, preservation, and documentation procedures.
- Principles and procedures used to offer expert testimony in court.
- Federal, State and local laws, codes and regulations pertaining to forensic science.
- Operational methods and techniques of forensic laboratory instrumentation.
- Principles and procedures of record keeping.
- Principles of formal writing and basic report preparation.
- **Skill in:**
 - Public speaking.
 - Research and analysis.
 - Organization.
 - Risk assessment and management.
 - Technical writing and editing.
 - Problem solving.
 - Interpersonal relations.
 - Troubleshooting.
 - Computers and applicable software.
- **Ability to:**
 - Perform a variety of scientific laboratory analyses on physical evidence, prepare reports, and provide scientific consultation and expert testimony.
 - Oversee and participate in the management of a forensic laboratory unit.
 - Oversee, direct and coordinate unit activities.
 - Select, supervise, train and evaluate unit employees.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Handle multiple tasks simultaneously.
 - Work effectively as part of a team.
 - Objectively review and solicit process improvements.
 - Communicate clearly and effectively, both orally and in writing.
 - Effectively evaluate employee performance.
 - Establish and maintain effective working relationships.
 - Maintain confidentiality and use discretion.
 - Make sound decisions.
 - Delegate.

MINIMUM JOB REQUIREMENTS

Biology: Master's degree in a natural science or forensic science with undergraduate or graduate course work in biochemistry, genetics and molecular biology.

College course work or training that covers statistics and/or population genetics is also required. The scientist shall have a minimum of 12 semester hours (or the equivalent) that cover the required subject areas. At least 3 of the semester hours (or the equivalent) must be a graduate level course. Must successfully complete or have previously completed the FBI sponsored auditor training within one year of appointment.

Chemistry: B.A./B.S. degree in a natural science or forensic science with undergraduate or graduate course work in biochemistry, chemistry, biology, forensic science or a closely related field.

Firearms: B.A./B.S. degree with course work in a physical science or forensic science

And five years of relevant forensic laboratory experience including two years of supervisory/lead experience.

OTHER REQUIREMENTS

Ability to obtain a valid Texas driver's license.

Provide a buccal DNA sample after date of hire.

Ability to comply with all Texas Forensic Science Commission requirements.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.