

## ASSISTANT DIRECTOR OF FORENSIC SCIENCES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Chief of Forensic Science Services, the incumbent functions as the Assistant Chief and is responsible for administratively directing and supervising the activities of the Forensic Science Laboratory. Responsibilities include maintaining and modifying training programs, evaluating current and new methods of analysis, supervising crime scene processing, supervising research and development projects, ensuring quality control, and preparing annual budget requests for the Forensic Science Laboratory. The incumbent of this class testifies in court regarding laboratory analyses and the significance of results. Supervision is exercised over professional and technical laboratory personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administratively directs and supervises the day-to-day activities of the Forensic Science Laboratory;

Supervises and coordinates crime scene processing and reconstruction;

Assists in the overall administration of the Forensic Science Laboratory by recommending the scope of laboratory programs, developing and recommending policies, selecting and evaluating employees, and authorizing requests for supplies, equipment and reagents;

Develops, coordinates and conducts training for staff and law enforcement personnel in forensic science and related areas;

Conducts and coordinates research and the development and modification of specialized forensic analytical techniques;

Supervises and conducts complex scientific examinations of physical evidence;

Coordinates internal and external proficiency testing programs with the Quality Assurance Manager, conducts laboratory audits to ensure compliance with mandated standards, and assists in the design and assessment of validation studies of new laboratory procedures;

Prepares annual budget requests of Forensic Science section, evaluates new instrumentation and equipment, and identifies and justifies needs;

Testifies in court or other legal proceedings as an expert witness regarding laboratory analyses and the significance of the results;

Supervises the legal recordkeeping for the division, including retention and recovery of case records, notes, files and instrument logs ensuring records are complete, adequate, easily available, and suitable for submission as court evidence;

Researches and analyzes data and information regarding the workload of the division, identifying areas that need improvement, recommending methods or modifications to improve efficiency and improve workflow, etc.;

EXAMPLES OF WORK (Con't):

Researches and writes grant requests, prepares periodic grant reports, and summarizes and tracks grant expenditures;

Attends training sessions to keep abreast of new laboratory procedures, techniques and equipment;

Researches and responds to F.O.I.L. requests made to the Forensic Division;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of Forensic Science disciplines (i.e. Serology, Chemistry and Criminalistics); thorough knowledge of modern laboratory principles, practices, techniques, procedures, instrumentation, statistics and safety precautions used in the field of Forensic Science; good knowledge of federal, state and local laws, rules, regulations and policies as they apply to the operation of a forensic science laboratory; ability to plan, supervise and direct personnel; ability to plan and conduct independent professional scientific research to improve laboratory methods and procedures and prepare comprehensive reports of findings and recommendations; ability to interpret laboratory analyses, techniques, procedures and theories in a clear and concise manner so that non-scientists (lay people) may understand the significance of the results obtained utilizing these procedures; ability to develop, implement and monitor quality control standards; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; ability to understand and implement complex verbal and written technical instructions; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound professional judgment; professional integrity; tact; initiative; accuracy; thoroughness; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Forensic Science, Chemistry, Biology, Biochemistry or Medical Technology, or closely related field, which must have included or been supplemented by twenty credit hours in Chemistry, and six years of recent experience acquired within the last seven years in a Forensic Science Laboratory, which must have included two years of supervisory or administrative experience.

SUBSTITUTION: Satisfactory completion of a Master's Degree\* in one of the above stated fields may be substituted for one year of the general experience. Satisfactory completion of a Ph.D. Degree\* in one of the above stated fields may be substituted for two years of the general experience. There is no substitution for the two years of supervisory/administrative experience.

\*NOTE: The twenty credit hours of chemistry may be obtained at the undergraduate or graduate level or in any combination of undergraduate or graduate level credit hours.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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J.C.: Non-competitive  
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Job Class Code: E0866  
Job Group: XIV