

DIRECTOR OF FORENSIC SCIENCES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Pathologist - Medical Examiner, an incumbent in this class is responsible for directing the overall operations of the Forensic Science Services Division in the Department of Laboratories and Research. This incumbent is responsible for ensuring that analytical, photographic and related interpretive services are provided to regional medical, law enforcement and medicolegal agencies in a timely, accurate and meaningful fashion in order to assist with medical, law enforcement and medicolegal investigations in accordance with sound laboratory practices, accepted clinical and forensic procedures and established County policies. Incumbent is also responsible for oversight of a training program, budget preparation and crime scene processing. Further, incumbent directs research and development projects, and testifies in court regarding laboratory analysis and the significance of results. Supervision is exercised over professional, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains total administrative responsibility for directing the overall operations of the Forensic Science Services Division;

Plans for the future services of the Division and anticipates future needs and goals of the Division by evaluating workload statistics, monitoring legal decisions and law changes or alterations, reviewing higher level County directives and requests for service by other County Departments and local law enforcement agencies by establishing budget requirements, evaluating priorities and developing policies and allocating resources;

Develops and implements policies and determines new initiatives to be undertaken by the Division;

Directs the creation, maintenance and expansion of programs required to supply adequate services based upon workload, advances in technology and scientific knowledge, legal requirements and county policies;

Directs preparation of the budget for the Division: reviews requests for equipment, has input and final approval over equipment/supplies requested for purchase and monitors spending to comply with allocations;

Directs the analysis of clinical and forensic samples, forensic evidence and the submission of reports based upon those analyses for clinical and forensic applications;

Testifies in court as an expert witness in Forensic Science regarding laboratory analyses and the significance of results;

Ensures the maintenance of complete, adequate and easily available records suitable for submission as court evidence;

Ensures that staffing is adequate in numbers, training and experience to properly perform the assigned work;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Monitors staff development in light of future needs caused by anticipated program expansions, new technology and personnel reassignments;

Oversees the recruitment and selection of applicants for vacant positions and makes recommendations to the Pathologist-Medical Examiner for salary increments, job promotions and employment terminations of the division personnel;

Consults, advises or directs lower level personnel relative to technical scientific problems or requests for information; provides similar consultation and advise to personnel from other Divisions, Departments and local law enforcement agencies:

Controls the collection of statistical measures of workload indicators and narrative reports, and their dissemination to other department staff and outside County and State agencies for budgetary forecasting, the annual report, billing and grant compliance requirements;

Reviews pertinent literature for the purpose of upgrading procedures and upgrading methods of analyses;

Attends meetings, conferences and seminars as required;

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 modern laboratory techniques, procedures, instrumentation and safety precautions used in the field of Forensic Science (i.e.: Serology, Chemistry and Criminalistics); thorough knowledge of the analytical laboratory techniques utilized in these disciplines; thorough knowledge of the theory and operation of the analytical instruments used in the fields of forensic science and toxicology; ability to supervise and direct assigned laboratories and attached personnel; ability to initiate and develop research programs; ability to introduce and evaluate new procedures and methods; ability to interpret laboratory analysis techniques, procedures and theories in a clear and concise manner so that non-scientist may understand the significance of the results obtained utilizing these procedures; ability to establish and maintain effective relationships with public officials, professional personnel and the general public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; professional integrity; tact; 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 which must have included at least twenty credits** in chemistry, and six years of recent experience acquired in the last seven years in a Forensic Science Laboratory, which must have included 3 years of supervisory or administrative experience

SUBSTITUTION: Satisfactory completion of a Master's Degree* in one of the above 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 three 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 accredited or recognized 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.