



**Classification:** Crime Laboratory Manager

**Title Code:** V00514

**Pay Range:** 29

**POSITION SUMMARY:**

This is a very responsible, professional, and advanced technical position assisting the division Director and Assistant Director in managing the activities of the Crime Laboratory Division and satellite laboratories. The Crime Laboratory Manager works with the Director and Assistant Director in assuring the efficient operation of their area of responsibility in the laboratory system that may include Quality Assurance, scientific Technical Leader, or chemistry/satellite laboratory operations. The individual in this position exercises considerable independent judgment and discretion in contacts with subordinates, the public and personnel from federal, state, local, and private agencies. Work is performed under minimal direct supervision with considerable independent judgment, decision-making, and discretion required.

**DESCRIPTION OF DUTIES PERFORMED:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides direct supervision of criminalist supervisors, delegates work when necessary, monitors the progress of the assigned sections and/or laboratories, ensures the proper working order of their area of responsibility.

Provides direct supervision of laboratory personnel in their area of responsibility in the absence of a Criminalist Supervisor.

Performs a variety of administrative duties, including review of Criminalist Supervisor time records, approves/disapproves their leave; approves expense reports; conducts meetings, serves on committees and advisory boards, as assigned; recommends personnel decisions to staff.

May assist with drafting of budget decision items.

May apply for and manager state and federal grants.

Briefs the Assistant Director on the activities within their areas of responsibility, to include the efficient management of inter- and intra-laboratory case flow and communication.

Assists their area of responsibility with maintaining the standards of quality set by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board.

Assigns and evaluates the work of criminalist supervisors to include special projects and programs, to ensure effective and efficient operation of the division.

Assists the Assistant Director in evaluation and recommendation of major instrument acquisitions. Confers with scientific equipment manufacturers, writes specifications and participates in selection of laboratory equipment.

Recommends and assists with the development of new policies, procedures, and methods of analysis to upgrade and improve laboratory efficiency and capability.

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Generates, reviews, and updates standard operating procedures, training, quality control, safety and methods of analysis within the area of responsibility.

Attends workshops, meetings, conferences, and seminars to gather and share management and technical information with peers and subordinates.

Educates and participates as a technical advisor for prosecuting attorneys for complex scientific analysis before and during trial proceedings.

May interact with television, radio, or print media personnel reference forensic science informational news issues.

Assists with writing and reviewing draft legislation pertaining to forensic science and related topics.

May perform as scientific Technical Leader within their forensic discipline.

Evaluates subordinate's work performance to determine training needs, strengths and weaknesses to improve performance and establish goals and objectives to promote professional growth.

May travel to satellite laboratories to evaluate processes and procedures, caseloads, and personnel performance.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of all areas of the crime laboratory system that relate to the area of responsibility.

Thorough knowledge of federal, state, and local criminal laws relating to the examination of forensic evidence, and the rules of evidence.

Thorough knowledge of the American Society of Crime Laboratory Directors/Laboratory Accreditation Board's Legacy Program and International Program of accreditation.

Extensive knowledge of quality control procedures and the methods used in the scientific analysis of forensic evidence.

Considerable knowledge of Patrol policies, procedures, rules, and regulations.

Considerable knowledge of the principles of supervision.

Ability to work with highly sensitive information in confidence and in a professional manner.

Ability to establish and maintain effective working relationships with subordinates and superiors.

Ability to compile and prepare information for formal presentation to courts of law, peer groups, public entities, training sessions, and legislative groups.

Ability to maintain confidential records and files.

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Ability to plan, direct, and evaluate the work of others in a complex, multidimensional organization.

Ability to make reasoned decisions in accordance with the laws, policies, and procedures that are relevant to the work issue or problem.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree from an accredited college or university.

AND

Possess at least two years of experience as a Criminalist Supervisor and have considerable knowledge of the forensic disciplines within the area of responsibility supervised, or possess equivalent education and experience in an accredited crime laboratory.

**NECESSARY SPECIAL REQUIREMENTS:**

Must satisfactorily complete the Patrol's supervisory course within one year of appointment.

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

If applicable to the assigned forensic discipline, possess or obtain a Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing).

If applicable, possess or obtain a Certified Instructors Certificate (Specialist) from the Missouri Department of Public Safety.

**FLSA STATUS:** Exempt

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**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.