

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:
Criminal Laboratory Investigation Administrator

SERIES NO.:
2617

MAJOR AGENCIES:
Attorney General

EFFECTIVE DATE:

SERIES PURPOSE:

The purpose of the criminal laboratory investigation administrator occupation is to oversee & administrate all activity & operation of central criminal laboratory & all branch criminal laboratories.

Note: Class is designed exclusively for use by Office of Attorney General, Bureau of Criminal Identification & Investigation.

CLASS TITLE:
Criminal Laboratory Investigation Administrator

CLASS NUMBER:
26176

EFFECTIVE DATE:
06/22/1990

CLASS CONCEPT:

The management level class works under administrative direction & requires extensive knowledge of criminal laboratory operations in order to manage subordinate supervisory personnel in providing crime laboratory scientific & technical support services to law enforcement agencies & courts & supervise assigned staff.

CLASS TITLE: Criminal Laboratory Investigation Administrator	CLASS NUMBER: 26176	BARGAINING UNIT: EX
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EFFECTIVE DATE:

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Oversees & administrates all activities for central laboratory & all branch laboratories, manages subordinate laboratory supervisors & section heads in providing crime laboratory scientific & technical support services to law enforcement agencies & courts (e.g., 88 sheriff's offices, 88 prosecutor's offices, 1,008 police departments, various state agencies defined by revised code as having law enforcement authority, various federal agencies), coordinates activities of all supervised sections & laboratory division with activities of other agency divisions (e.g., identification, investigation, administration), makes administrative recommendations on policy, management, supervision, personnel, scientific & legal matters to director, interviews applicants for every position in lab division & recommends best qualified applicant, oversees & maintains scientific accuracy, work product quality & legal conformance for all division activities (e.g., inventory & records on controlled substances, licenses for laboratory operations, drug, alcohol, firearms).

Assists director in defining bureau goals & objectives, develops bureau policies & procedures & participates in planning & development of agency wide policy matters through staff meetings, communications & discussions; plans budget needs for laboratory & approves laboratory requisitions for purchases; supervises scientific research & development for new & existing methods, prepares & evaluates research & planning proposals; prepares, monitors & evaluates federal project applications, budget activities & reports & assures conformance with agency, state & federal regulations.

Designs training programs for new & experienced personnel (e.g., polygraph examiners, latent fingerprint examiners, serologists, trace evidence examiners, firearms & toolmark examiners, chemists, evidence custodians), coordinates training programs with other division personnel (e.g., crime scene agents, undercover agents, identification technicians), assigns continuous training through schools, seminars & professional meetings & provides specialized training programs in use of analytical equipment & in forensic theory & techniques.

Provides advice & counsel on scientific matters to agency administrators, local & state law enforcement officials & prosecutors; represents agency & scientific/legal viewpoints at meetings, conferences & legislative actions; provides public relations contacts with scientific, legal, law enforcement, government & community individuals & groups; serves on regional & national committees & professional organizations.

MAJOR WORKER CHARACTERISTICS:

Knowledge of criminal laboratory operation; agency, state &/or federal statutes, rules, regulations & procedures applicable to crime &/or violations under investigation; case preparation; budgeting*; criminal evidence & procedure; behavioral or forensic or social science (e.g., criminology); physical or biological science (e.g., forensics, chemistry, physics); supervisory principles/techniques; public relations; management; employee training & development; written communication (e.g., English composition & grammar, technical writing, business communication); oral communication (e.g., speech); counseling. Ability to gather, collate & classify information about data, people or things; develop complex reports & position papers; define problems, collect data, establish facts & draw valid conclusions; resolve complaints from angry citizens & government officials; prepare & deliver presentations before specialized audience & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in each of following: (i.e., criminal laboratory operation; agency, state &/or federal statutes, rules, regulations & procedures applicable to crime &/or violations under investigation; case preparation; criminal evidence & procedure); 6 mos. trg. or 6 mos. exp. in supervisory principles/techniques; 6 mos. trg. or 6 mos. exp. in employee training & development; 6 mos. trg. or 6 mos. exp. in management; 3 courses or 9 mos. exp. in behavioral or forensic or social science (e.g., criminology); 3 courses or 9 mos. exp. in physical or biological science (e.g., chemistry, physics).

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.