

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES

Crime Laboratory Director

SERIES NO.:

8324

MAJOR AGENCIES:

Attorney General and Public Safety only

EFFECTIVE DATE:

01/09/2005

SERIES PURPOSE:

The purpose of the crime laboratory director occupation is the coordination of activities of various laboratory sections and supervision of personnel to provide analytical services of physical evidence materials to Ohio law enforcement agencies.

At the first supervisory level, incumbents supervise and coordinate all evidence processing activities of the crime laboratories located throughout the state of Ohio and supervise the scientific and clerical personnel.

At the second supervisory level, incumbents assist the director of laboratories in directing and coordinating operations of the crime laboratories located throughout the state of Ohio and to supervise the crime lab directors and clerical personnel.

At the administrative level, incumbent oversees and administers all activities required to implement and maintain scientific quality in all procedures and operations of BCI & I crime laboratory system and maintains accreditation standards.

Note: this class series is restricted for use by the Attorney General and Public Safety only.

CLASS TITLE

Crime Laboratory Director

CLASS NUMBER

83245

PAY RANGE

15

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The first supervisory level class works under general direction & requires considerable knowledge of physical or biological sciences & state & federal statutes governing handling & analysis of crime-related evidence in order to supervise & coordinate all activities of assigned specified crime area (e.g., chemistry; evidence receiving; photography; latents; clerical; polygraph) within crime laboratory (i.e., laboratory capable of providing full range of evidence examination/analysis services) & supervise laboratory personnel &/or technical & clerical personnel,

OR

In Department Of Public Safety coordinate all activities of assigned specified crime area (e.g., investigative services; liquor enforcement) within crime laboratory & if assigned supervise laboratory staff.

CLASS TITLE

Assistant Laboratory Systems Director

CLASS NUMBER

83246

PAY RANGE

16

EFFECTIVE

02/09/2003

CLASS CONCEPT:

The second supervisory level class works under general direction & requires thorough knowledge of physical or biological sciences & state & federal statutes governing handling & analysis of crime-related evidence in order to assist the director of laboratories in directing & coordinating operations of crime laboratories located throughout the state of Ohio & to supervise the crime lab directors & clerical personnel.

CLASS TITLE

Crime Laboratory Quality Assurance Administrator

CLASS NUMBER

83247

PAY RANGE

16

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The managerial level class works under administrative direction & requires extensive knowledge of all crime laboratory operations in order to monitor laboratory quality, accuracy & practice, verify continuing compliance with policies & procedures & provide crime laboratory scientific & technical support services to law enforcement agencies & courts.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Crime Laboratory Director	83245	EX	01/09/2005	15

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.)

Supervises forensic scientists, crime laboratory & clerical personnel & coordinates all activities of assigned specified crime area (e.g., chemistry; evidence receiving; photography; latents; clerical; polygraph) within crime laboratory, conducts studies, surveys & operational evaluations & advises superiors, oversees laboratory examinations, court schedules & reports to law enforcement, assists crime scene investigative units as appropriate, assigns sectional work functions & determines assistance requirements for units involved in specialized areas of expertise, ensures compliance with policies, procedures & directives, manages office functions (e.g., authorizes purchases, orders supplies), serves as liaison between administration & subordinates,

OR

In Department Of Public Safety coordinate all activities of assigned specified crime area (e.g., investigative services; liquor enforcement) within crime laboratory & if assigned supervise laboratory staff.

Oversees laboratory quality assurance (QA) program & assures compliance with laboratory accreditation standards.

Provides formal & informal training & advice to new personnel & law enforcement agencies on laboratory procedures & services & handling & submission of evidence; addresses community groups on laboratory & Bureau Of Criminal Identification & Investigation (BCI&I) services & activities; conducts tours of facility; confers with prosecutors & courts; conducts laboratory examinations as required in unique situations; & testifies in court.

MAJOR WORKER CHARACTERISTICS:

Knowledge of physical or biological science (e.g., chemistry; biology); supervisory principles/ techniques*; employee training & development; criminal laboratory operations & related safety practices; state & federal statutes governing criminal evidence & procedure. Skill in operation & use of criminal laboratory analytical instruments & equipment (e.g., polygraph; microscopes; photography). Ability to define problems, collect data, establish facts & draw valid conclusions; prepare technical reports &/or correspondence; gather, collate & classify data; handle sensitive & confidential contacts with & inquiries from law enforcement & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of masters degree (or equivalent) in physical or biological science (e.g., chemistry; biology, or physics); 3 yrs. exp. in analytical testing & evaluation of evidence in criminal matters.

-Or completion of undergraduate degree (e.g., B.S., B.A., or equivalent) in physical or biological science; 4 yrs. analytical testing & evaluation of evidence in criminal matters.

-Or 6 yrs. training or 6 yrs. exp. in physical or biological science that included 3 yrs. exp. in analytical testing & evaluation of evidence in criminal matters.

-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:

Exposed to caustic chemicals, odors, firearms & drugs.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant Laboratory Systems Director	83246	EX	02/09/2003	16

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.)

Assists director of laboratories in directing & coordinating operations of crime laboratory (i.e., laboratory capable of providing full range of evidence examination/analysis services that include chemistry, deoxyribonucleic acid (DNA), trace, serology, latent prints, photography, polygraph, firearms, tools marks, documents & evidence receiving) located throughout state of Ohio & supervises crime laboratory directors, laboratory & clerical personnel.

Coordinates activities of laboratory system; oversees compliance with regulations (i.e., laboratory policies & procedures, & accreditation standards); coordinates implementation of new procedures; maintains standardization of implementation of policy & procedures; manages development of all training activities & research projects within the laboratory system; assists director of laboratories in overall administration of laboratories; conducts studies & surveys concerning salary schedules, laboratory system safety plans, equipment purchases, assessment of system service needs, quality assurance, training, & technical methodologies; acts as liaison between laboratory administrators; coordinates evidence examinations in cases of overlapping boundaries within state; represents director of laboratories.

Provides both formal & informal training & advice to law enforcement regarding laboratory procedures & scientific, legal &/or administrative criminal evidence matters; performs variety of public relations &/or administrative duties (e.g., makes public speeches; conducts tours; confers with police & prosecutors; testifies in court; prepares reports &/or exhibits; provides editing of literature).

MAJOR WORKER CHARACTERISTICS:

Knowledge of physical or biological science (e.g., chemistry; biology); supervisory principles/techniques; employee training & development; criminal laboratory operations & related safety practices; state & federal statutes governing criminal evidence & procedure. Skill in operation & use of criminal laboratory analytical instruments & equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare technical reports &/or correspondence; gather, collate & classify data; handle sensitive & confidential contacts with & inquiries from law enforcement & government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of graduate core program in physical or biological science (e.g., chemistry, biology); 3 yrs. exp. in analytical testing & evaluation of crime-related evidence; 1 yr. trg. or 1 yr. exp. in supervisory principles/techniques.

-Or completion of undergraduate major core program in physical or biological science; 4 yrs. exp. in analytical testing & evaluation of crime-related evidence; 1 yr. trg. or 1 yr. exp. in supervisory principles/techniques.

-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:

Exposed to caustic chemicals, odors, firearms & drugs.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Crime Laboratory Quality Assurance Administrator	83247	EX	01/09/2005	16

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 & administers all activities within crime laboratories concerning implementation & maintenance of quality system (i.e., to include quality control over DNA, serology, documents, latent fingerprints, trace evidence, firearms, chemistry, photography, polygraph, evidence & evident control operations), makes administrative recommendations on policies, procedures & resources to assure maintenance of quality concepts & techniques, maintains & updates quality manual, monitors analytical quality, accuracy & laboratory practices to verify continuing compliance with policies & procedures, ensures validation of new technical procedures, investigates technical problems, proposes & verifies implementation of remedial actions & administers proficiency testing program & evaluates results.

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; prepares & evaluates research & planning proposals; prepares, monitors & evaluates federal project applications, budget applications, budget activities & reports & assures conformance with agency, state & federal regulations.

Recommends modifications & developments to standard operating procedures manual to ensure compliance with standards outlined by American Society Of Crime Laboratory Directors (i.e., ASCLD) laboratory accreditation program; assesses laboratory activities, policies & goals to determine compliance with ASCLD guidelines; develops proofs of compliance for applicable standards & assembles forms & proofs in manner to facilitate review by accreditation inspectors; on-site assessment; maintains accredited status by assuring compliance with applicable standards; submits annual reports; coordinates management function to include those associated with laboratory training, research & safety; works closely with laboratory supervisors/ managers to maintain quality & compliance with accreditation standards.

Designs, schedules, coordinates & conducts periodic quality audits in order to verify scientific quality; ensures implementation of quality control activities; ensures work performance of staff meets with quality control standards; reviews scientific reports; monitors report review activities; evaluates instrument calibration & maintenance records; selects, trains & evaluates internal auditors.

Oversees &/or designs training agenda/manuals for new & experienced personnel; oversees maintenance of training records of laboratory personnel; recommends training to improve quality of laboratory staff through schools, seminars & professional meetings including specialized training 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; 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; accreditation process*; criminal evidence & procedures; physical or biological science (e.g., forensics, chemistry, physics); supervisory principles/techniques; public relations; managerial principles/techniques; 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:

Completion of graduate core coursework in physical science; 6 yrs. exp. in crime laboratory work.

-Or completion of undergraduate core coursework in physical science; 6 yrs. exp. in crime laboratory work; 1 yr. exp. in supervisory position.

-Or completion of undergraduate core coursework in physical science; 7 yrs. exp. as crime laboratory examiner.

-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 overnight travel.