



## CLASS SPECIFICATION

Class Code: 16450  
Date Est: 04/2008  
Last Rev: 07/2017  
Last Title Chg: 07/2017  
FLSA: exempt  
Probation: 12 months

### FORENSIC SCIENCE DIVISION DIRECTOR

#### **DEFINITION**

Under administrative direction, responsible for the entire scope of operations of the Sheriff's Department Forensic Science Division; oversees staff engaged in performing an extensive range of chemical analyses; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A master's degree from an accredited college or university in a natural, physical or forensic science or closely related scientific field AND five years of professional forensic laboratory experience to include three years of full-time forensic laboratory managerial experience; OR an equivalent combination of related education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment and must be maintained for continuous employment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional and support staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff, determining work performance standards, assignment of testing priorities, conducting performance evaluations, providing direction to staff, mentoring and coaching, conducting employment interviews and handling disciplinary problems.

Oversee, coordinate and direct operations of scientific analysis, forensic investigations and evidence handling.

Develop, monitor and update the division strategic plan and goals while improving service delivery and maintaining fiscal responsibility.

Testify as an expert witness in court.

Assist in testing, evaluating and recommending new laboratory instrumentation.

Act as a liaison for the Washoe County Sheriff's Office with various law enforcement and criminal justice agencies and other governmental entities and vendors.

Implement and maintain quality assurance/quality control procedures and laboratory proficiency testing program.

Oversee, coordinate and direct implementation of new scientific methods in the Division.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of management and supervision, including program planning, implementation and administration.

Principles of budget preparation and fiscal accounting.

National quality assurance standards applicable to forensic laboratories; e.g. ASCLD/LAB, ISO 17025 and Federal DNA Standards.

Forensic laboratory operations and the various disciplines of forensic science.

Quality control/quality assurance programs and direct knowledge of accreditation.

Federal, state and local laws, rules, regulations and legislation affecting the function of the forensic science division.

Current scientific forensic examinations and procedures.

Operations, policies and procedures of the crime lab and Sheriff's Department.

Countywide personnel policies and procedures.

Computer software specific to the Sheriff's Department crime lab.

Principles, practices and current developments in the field of forensic toxicology.

Theoretical principles of analytical chemistry and the biological sciences including biochemistry, toxicology, anatomy, physiology and pharmacology.

Laboratory protocol, procedures and techniques associated with medico-legal investigative work.

Rules of evidence and legal principles.

### **Ability to:**

Develop budgets and track expenditures.

Direct and supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Develop and implement technical crime laboratory procedures, quality control practices and quality assurance systems based on ASCLD/LAB International standards.

Communicate effectively both orally and in writing to all staff levels within the Department and other local, state and national agencies.

Evaluate complex operational problems, develop sound conclusions, and make effective decisions and/or recommendations.

Plan, organize, direct and coordinate the work of others, directly or through subordinate staff.

Interpret, understand and apply technical reports, statutes, rules and regulations.

Assess situations, make logical decisions and implement effective courses of action.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Maintain cooperative working relationships with co-workers and other staff, law enforcement personnel, medical personnel, attorneys and other professionals in the field.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in standard office and laboratory environments, as well as various indoor and outdoor off-site locations. Ability to stand on slippery, uneven or unsteady surfaces for an extended period of time. Ability to frequently stand, walk, stoop, crouch, squat and kneel. Ability to use scientific and standard office equipment. Ability to work under conditions involving exposure to noise, electrical energy and chemicals. Ability to lift and move objects or deceased individuals weighing up to 100 lbs. Visual acuity to distinguish basic colors and shades of colors. Ability to tolerate/work under conditions involving exposure to inclement weather conditions, infectious diseases, insects/parasites (maggots, bed bugs, fleas, etc.), decomposed remains and other strong odors, noise, fumes, gases, smoke, dust, solvents and chemicals, and blood and airborne pathogens.

Staff is required to participate in the Forensic Science Division's Proficiency Testing program and successfully complete annual proficiency tests.

Must be willing to travel outside of Washoe County to perform crime/death scene investigations including rural and desert environments.

Must be willing to accept shift work, on-call assignments and a non-standard workweek.

Selected candidates must complete and submit a Personal History Statement and pass an extensive background investigation, submit a set of fingerprints, pass a pre-employment medical examination, including a drug screen and complete a Computerized Voice Stress Analysis (CVSA) examination.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*