



**Classification:** Criminalist Supervisor (CODIS)

**Title Code:** V00514

**Pay Range:** 29

**POSITION SUMMARY:** The employee in this class is responsible for the supervision and management of complex and technical work in the analysis of forensic evidence. Duties may include direct line supervision of a single accredited forensic discipline and/or administrative supervision and support of multiple accredited forensic disciplines and support staff, while maintaining proficiency-tested expertise in their assigned discipline. Supervisory responsibility may extend to the entire assigned laboratory facility. Direction is received from the management staff that makes special assignments and reviews the work through the evaluation of reports and meetings.

Employees assigned to satellite laboratories may also be responsible for the daily operations of the satellite laboratory.

**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 line supervision of Criminalists, Forensic Laboratory Technicians and Laboratory Evidence Technicians (e.g. delegates work and monitors completion of same, provides guidance, training and technical assistance, monitors job performance and provides appropriate feedback).

Performs a variety of administrative duties (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and problems; recommends personnel decisions to staff; prepares correspondence; conducts and attends meetings).

Briefs immediate supervisor and/or management staff on section activities to include case assignment, status of pending casework, casework statistics and any other areas of concern that could become public knowledge and/or involve potential legal ramifications for the department.

Confers with other laboratory personnel in reference to laboratory methodology, safety issues, scientific and legal developments, and progress of shared caseloads, etc.

Provides recommendations and assists in the development and implementation of new and revised methods of analysis to upgrade laboratory capability.

Reviews and updates standards operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Regularly works with a variety of potentially hazardous materials (e.g., pathogen contaminated body fluids, unidentified chemicals).

Successfully completes competency and/or written test(s) prior to assuming casework using a new or updated testing method.

Successfully participates in the proficiency testing program for the section and ensures proper monitoring and record keeping of the proficiency testing program within their supervisory scope.

Testifies as an expert witness in a court of law while maintaining composure under intense cross-examination; prepares evidence and exhibits; and trains subordinates about the role of an expert witness in legal proceedings.

Generates and receives requests to and from other crime laboratories, law enforcement agencies, prosecutors, attorneys, etc., reference examinations, offender samples, and crime laboratory procedures.

Regularly processes, compares, and examines submitted samples in the assigned forensic discipline.

Supervises the collection of data and preparation of reports.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers as well as learn about any new developments and/or trends.

Conducts training of law enforcement personnel about forensic analysis, collection and preservation of evidence, chain of custody procedures. and the offender sample collection process.

Reviews requests for equipment, materials, and/or training by section personnel; makes recommendations to immediate supervisor and communicates decisions to the affected personnel.

Confers with equipment vendors, writes specifications for new equipment, and assists in selecting successful bidders on this equipment.

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

Assists laboratory management with identification, application, and monitoring of federal grants for DNA programs.

Performs forensic DNA analysis on samples using the most current scientifically accepted methods; interprets DNA results via analysis and data processing; and enters data into the CODIS database.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier, etc.).

Performs job-related travel, as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Extensive knowledge of the procedures and methods used in the forensic analysis of submitted samples.

Extensive knowledge and practice of the safety rules and procedures associated with laboratory equipment and chemicals.

Extensive knowledge of the compilation and preparation of offender samples or evidence for presentation in court and the role of an expert witness in legal proceedings.

Extensive knowledge of quality control procedures, proficiency testing, and competency tests.

Extensive knowledge of the CODIS system.

General knowledge of the principles of supervision.

Skill in supporting the decisions and actions made by subordinates in processing casework.

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

Ability to maintain composure while under cross-examination regarding personal and scientific qualifications and testify to laboratory findings in court.

Ability to establish and maintain effective working relations with others.

Ability to work with restricted, highly sensitive information in a confidential and professional manner and maintain the information as such.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to analyze offender samples and recognize and identify minute details.

Ability to properly use laboratory equipment, computer and photography equipment, and chemicals.

Ability to perform job-related travel (e.g., appearing in court, observing crime scene investigations, attending training meetings and seminars, etc.).

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to gather, assemble, correlate, and analyze information critical to the overall operation of the section.

Ability to compile and prepare information for presentation (e.g., mock trials, courtroom testimony, depositions, pretrial conferences, meetings, etc.).

Ability to transport tools, equipment, and evidence.

Ability to function as the State CODIS Administrator.

Ability to research new equipment, write bid specifications, and deal with bidders.

Ability to review the work of subordinates and provide constructive criticism.

Ability to perform administrative duties as detailed in the description of duties.

Ability to review requests for equipment, materials, and training and make recommendations based on carefully researched information.

Ability to generate and receive requests for information from a variety of individuals related to forensic science.

Ability to perform work in accordance with prescribed procedures, makes accurate observations of test results, and prepare accurate records and reports.

Ability to handle several projects simultaneously.

Ability to plan, report, improve, direct, and evaluate the overall operation of and subordinates assigned to the section or supervisory unit.

Ability to review and revise manuals.

Ability to educate individuals about forensic science and the offender collection process.

Ability to develop methods and/or techniques to upgrade laboratory capability.

Ability to train subordinates.

Ability to formulate logical, reasonable conclusions based on available factual information.

Ability to interact with the media.

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 bachelor's degree (or its equivalent) or an advanced degree from an accredited college or university in a biology, chemistry or forensic science related field. College coursework must include 20 semester hours in biology, including biochemistry, genetics, and molecular biology totaling at least nine semester or equivalent credit hours. These courses must comply with the current FBI Quality Assurance Audit Document. Coursework and/or training in statistics and population genetics are recommended. A minimum acceptable grade of C or equivalent in the required coursework and the core biology courses is required.

AND

Possess at least three years experience as a Criminalist III in the assigned discipline or comparable.

**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 designated, serve as the State CODIS Administrator. Duties to include the administration of the state's DNA CODIS program; maintain required documentation; communicate with other CODIS labs; transfer, search, and interpret DNA profiles from the state database to the federal repository maintained by the FBI.

Must submit to periodic random drug testing.

Must possess and/or obtain a valid Missouri Driver's License.

**FLSA STATUS:** Partial-Exempt

**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.