



**Classification:** Criminalist Supervisor

**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 and handling 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, as applicable. 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 to assigned staff (e.g. delegates work and monitors completion of the same; provides guidance, training, and technical assistance; monitors job performance, and provides appropriate feedback).

Provides administrative supervision and support for multiple forensic disciplines and support staff at the assigned laboratory facility, while maintaining proficiency-tested expertise in their assigned discipline, as applicable. Supervisory responsibility may extend to the entire assigned laboratory facility.

Performs a variety of administrative duties (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and recommends personnel decisions to staff; prepares correspondence; and 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 coordination, research, development, and implementation of new and revised methods of analysis to upgrade laboratory capability.

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

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

Assesses submitted evidence and guides subordinates in determining which items are most likely to associate or disassociate the victim or suspect with a crime scene.

Regularly works with a variety of potentially hazardous materials (e.g., unknown pathogen contaminated body fluid evidence and/or unidentified chemicals on evidence).

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

Facilitates for the section and successfully completes competency and/or written test(s) prior to assuming casework using a new or updated testing method in the assigned forensic discipline.

Supervises the collection of data and preparation of reports.

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.

Facilitates and successfully participates in the proficiency testing program for their forensic discipline, as applicable.

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

Monitors the job performance and provides appropriate feedback to subordinates; prepares and conducts a formal evaluation in consultation with the appropriate management authority.

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

Educates attorneys about complex scientific analysis and serves as a technical advisor during trial proceedings.

Reviews requests for equipment, materials, and/or training by section personnel; makes recommendations to the 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 equipment purchases.

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

Assists laboratory management with identification, application, and monitoring of state and federal grants.

Follows established QA/QC guidelines and is responsible for ensuring compliance of subordinates.

Assists with budget decision items and requests, and legislative matters including fiscal note requests.

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 procedures and methods used in the forensic analysis of submitted samples.

Extensive knowledge and practice of 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 appropriate laboratory techniques.

General knowledge of the principles of supervision.

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

Ability to read English effectively.

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

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

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, make accurate observations of test results, and prepare accurate records and reports.

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

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

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

Ability to examine forensic evidence/offender samples and recognize and identify minute details.

Ability to distinguish colors necessary to perform laboratory tests, as applicable.

Ability to perform microscopic work for extended periods, as applicable.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, computer and photography equipment, and chemicals as needed for the assigned forensic discipline.

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

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 information.

Ability to transport tools, equipment, and evidence.

Ability to perform job-related travel (e.g., court testimony, consulting on crime scene investigations, training events, meetings, and seminars, etc.).

Ability to interact with the media.

Ability to function as the State Combined DNA Index System (CODIS) Administrator, as applicable.

Ability to participate in and successfully complete practical and/or written competency test(s) prior to assuming casework, as applicable.

Ability to participate in and successfully complete proficiency tests in the assigned forensic discipline, as applicable.

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 (or its equivalent), or advanced degree, from an accredited college or university in biology, chemistry, or a forensic science related field.

AND

Meet any additional minimum experience, education and training requirements for and possess at least three years experience as a Criminalist III in the assigned discipline, as applicable, or possess equivalent education and experience in an accredited crime laboratory.

**NECESSARY SPECIAL REQUIREMENTS:** Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

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.

Must possess, or obtain and maintain, a valid Missouri Department of Health Type 1 Permit (Alcohol and Drug Testing), as applicable.

Must submit to periodic random drug testing.

Must possess, or obtain and maintain, a valid driver's license.

If designated, serve as the State CODIS Administrator. Duties to include the administration of the state's DNA CODIS Program; maintenance of required documentation, communication with other CODIS laboratories; transfer, search, and interpret DNA profiles from the state database to the federal repository maintained by the Federal Bureau of Investigation.

**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.