

## **New York State Department of Civil Service**

DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

**Occ. Code 6148800**

**Assistant Director Forensic Services, M-4 6148800**  
**Director Forensic Services, M-8 6148900**

### Brief Description of Class

Positions in this series direct the Office of Forensic Services which is responsible for assisting the Commission of Forensic Science, DNA subcommittee, and other advisory bodies in regulating the forensic sciences, the accreditation of public forensic laboratories in New York State, and the statewide DNA Identification Index. They are classified in the Office for Forensic Services (OFS) at the Division of Criminal Justice Services (DCJS).

### Distinguishing Characteristics

*Assistant Director Forensic Services:* managerial level; reporting to the Director Forensic Services in the OFS, assists the Director with forensic science initiatives in New York and supervises second-level supervisory professional staff in the performance of forensic services.

*Director Forensic Services:* managerial level; under executive leadership directs the OFS and administratively supervises professional staff in the performance of forensic services.

These positions are in the non-competitive jurisdictional class.

### Related Classes

State Police Director of Forensic Services is a non-competitive position that is responsible for the New York State Police Laboratory System. This laboratory provides all criminal justice agencies in New York State with advanced forensic analytical and investigative capabilities and expert testimony on matters related to the investigation, resolution and prosecution of cases.

Director and Assistant Director Biological Sciences at the Division of State Police oversee staff performing various functions related to the operations of the casework, DNA databank, and CODIS units.

Director Laboratories & Research functions as the overall director of the Department of Health's Wadsworth Center. The position directs all scientific and research priorities at the Center, ensures that administrative operations effectively support Center operations, and creates and maintains collaborative relationships with various state and federal entities critical to the success of the Center, and public health in New York State.

Latent Print Laboratory Director directs and manages the activities of the Latent Print Laboratory at DCJS, has direct responsibility for daily operations, and ensures the lab remains in compliance with accreditation and scientific standards.

### Illustrative Tasks

#### *Assistant Director Forensic Services*

Facilitates technical training and other activities that enhance the efficiency, effectiveness and reliability of forensic testing services in the state.

- Assists with the management and continuous improvement of the familial DNA searching program in New York State by coordinating OFS efforts with requestors (LEAs & DAs); overseeing the confirmation of application requirements; developing and administering required training for requestors and recommending program improvements.
- Manages the creation, coordination, arrangement, and facilitation of trainings offered by the OFS as they relate to initiatives in all aspects of OFS (SOECK, Databank, and Forensic Laboratories), overseeing the development and implementation of in-house training programs for DCJS/OFS staff regarding mandatory OFS requirements.

Administers the coordination of and management of changes to aspects of website that pertain to OFS operations.

Oversees the evaluation of OFS risk assessments, internal controls, quality improvements, and latent cause investigations.

Increases efficiency and effectiveness of existing laboratory operations by utilizing data collected from workload surveys to develop best practices that can be used by all forensic laboratories.

Identifies potential grant and/or funding (federal or private) to support DCJS/OFS initiatives related to Accreditation, Databank, and SOECK operations such as Hit Tracking System, Learning Management Performs the full range of administrative supervision.

Assists with other special projects as needed, such as investigation and implementation of new technologies such as Rapid DNA, Firearms Microstamping, DNA Sequencing, etc. Coordinates Office for Forensic Service (OFS) efforts with requestors.

Performs the full range of administrative supervisory duties.

### *Director Forensic Services*

Coordinates a centralized forensic training program.

Surveys law enforcement to assess the needs of the criminal justice system with respect to forensic services.

Serves as DCJS' representative to, and/or liaison with, the Commission on Forensic Science, the DNA Subcommittee and the New York Crime Laboratory Advisory Committee.

Oversees all "hit" tracking activities; compiles necessary data and statistics on all databank issues apprising the DNA subcommittee and the NYS Commission on Forensic Science on all such activities.

Researches and evaluates quality assurance and quality control methodologies, existing accreditation programs, and minimum standards for forensic DNA analysis.

Oversees technical working groups to ensure that minimum standards for each forensic discipline, such as firearms, tool marks, serology, toxicology, questioned document, arson, fingerprints and footprints, and hair/fiber analysis are standardized and utilized statewide.

Recommends policy and legislation, as appropriate, relating to forensic services as a member of the Commission on Forensic Science and provide staff support through the Office, to the Commission and the DNA subcommittee.

Advises DCJS on distribution of funds for public forensic labs.

Represents DCJS at professional forensic and criminal justice association meetings.

Coordinate the activities of the forensic crime laboratories in New York State where appropriate to ensure optimal use of the DNA technology and the allocation of state funds.

Provides technical assistance to laboratories seeking reaccreditation and have appropriate staff prepare written evaluations of all laboratory reaccreditation efforts for the NYS Commission on Forensic Science.

Provides administrative direction for the Office of Forensic Services, including preparing budget requests, status reports as requested by Executive staff, supervision of Office of Forensic Services staff.

Oversees staff in the implementation and maintenance of a Sexual Offense Evidence Collection Kit tracking system as required by law.

### Minimum Qualifications

#### *Assistant Director Forensic Services*

Non-competitive: A Bachelor's degree in a natural or physical science, forensic science, public administration, business administration, criminal justice, computer science, or a related field and seven years of experience\* in an accredited forensic laboratory, a medical/health laboratory, an office of forensic services, or as a forensic analyst/scientist. Two years of the experience must have been at a managerial level.

#### *Director Forensic Services*

Non-competitive: A Bachelor's degree in a Natural or Physical Science, Forensic Science, Public Administration, Business Administration, Criminal Justice, Computer Science, or a related field AND eight years of experience\* in an accredited forensic laboratory, a medical/health laboratory, an office of forensic services, or as a forensic analyst/scientist. Three years of the experience must have been at a managerial level.

\*Substitutions: A master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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