

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 9202600

Associate Director Biological Sciences, Grade 29	9202600
Associate Director Drug Chemistry, Grade 29	9206500
Associate Director Laboratory Quality Assurance, Grade 29	9202660
Associate Director Toxicology Services, Grade 29	9202650
Assistant Director Biological Sciences, M-4	9202700
Director Biological Sciences, M-8	9202900

Brief Description of Class Series

Associate Directors oversee the day-to-day operations of specific sections, including the technical and scientific sections of the Biological Sciences, Drug Chemistry, Quality Assurance, or Toxicology sections, within the New York State Police Forensic Investigation Center. The Assistant Director and Director of Biological Sciences oversee the Biological Sciences section at the State Police Forensic Investigation Center.

These positions are only classified at the Division of State Police.

Distinguishing Characteristics

Associate Director Biological Sciences: non-competitive; section head; supervises Supervisors Forensic Services (DNA); oversees the Biological Sciences and DNA Databank Sections.

Associate Director Drug Chemistry: non-competitive; section head; supervises Supervisors Forensic Services; oversees the Drug Chemistry Section.

Associate Director Laboratory Quality Assurance: non-competitive; develops and implements policies and procedures based on accreditation standards, and regulatory requirements; and oversees every aspect of laboratory quality assurance, information management, and Discovery processes.

Associate Director Toxicology Services: non-competitive; section head; supervises Supervisor Forensic Services; oversees the Toxicology Section.

Assistant Director Biological Sciences: non-competitive; one-position class; assists in overseeing the Biological Sciences section of the Forensic Investigation Center.

Director Biological Sciences: non-competitive; one-position class; oversees the Biological Sciences section of the Forensic Investigation Center.

Illustrative Tasks

Associate Director Biological Sciences: reporting to an Assistant Director Biological Sciences, oversees a section within the Biological Services Unit; supervises staff performing various functions related to the operations of the Biological Sciences casework and/or DNA Databank; oversees training, validation, quality assurance, safety, and proficiency testing; ensures compliance with laboratory and safety procedures; assists in the administration of the technical operation of the DNA Databank; assigns cases, monitors progress and tracks productivity; reviews analytical reports; manages specimen flow to obtain optimal productivity; participates in the needs assessment and funding of the laboratory; prepares budget requests; oversees grant administration of the laboratory; stays informed of developments within the field of forensic DNA analysis; reviews current scientific literature; organizes or attends seminars, courses and professional meetings; serves as a resource for prosecutors, investigators, evidence technicians and other law enforcement personnel; and assists on technical problems regarding analytical methods.

Associate Director Drug Chemistry: under the general direction of a higher-level manager in the Forensic Investigation Center, assists in the administration of technical and scientific operations by assigning cases, monitoring progress, managing productivity, and supervising procedures; participates in needs assessment and funding of the laboratory; prepares and administers the budget and grants; renders casework authorization recommendations to the director; approves all system-wide technical test methods, procedures, and practices within the Drug Chemistry section; provides oversight of all Drug Chemistry operations at multiple laboratories; approves the use of all Drug Chemistry related scientific equipment and the methodologies used for the entire lab system; conducts and oversees technical audits of all Drug Chemistry sites; approves deviations from established procedures; approves the validation of new instruments and test methods; determines submission guidelines and establishes geographic areas of responsibility of drug chemistry labs; manages specimen flow to obtain optimal productivity; reviews and approves all drug-related non-conforming work and corrective action reports; approves and oversees the technical training of Supervisors Forensic Services, and subordinate staff; works with outside agencies such as the Department of Health, and other stakeholders to develop legislative regulatory solutions to emerging drug problems; stays informed of developments within the field of forensic science analysis; reviews current scientific literature; organizes or attends seminars, courses, and professional meetings; evaluates emerging technologies; and serves as a resource for prosecutors, investigators, evidence

technicians and other law enforcement personnel.

Associate Director Laboratory Quality Assurance: reporting to a non-competitive State Police Director of Forensic Services, develops, implements, and maintains quality assurance policies, procedures, and controls to ensure uniform procedures and conformance to the requirements of accreditation; plans, develops, and implements an employee monitoring program, including proficiency tests; reviews incidents of nonconforming work events and evaluates their impact; directs root cause analysis and ensures corrective actions are developed and implemented when appropriate; oversees field audits to assess compliance with applicable governmental statutes, regulations, accreditation requirements and management system requirements at each laboratory; ensures that the lab is compliant with accreditation requirements; manages quality assurance and LIMS teams, including oversight of document control, and Discovery Law processes; and represents the lab in New York State Commission on Forensic Science meetings and accrediting body proceedings.

Associate Director Toxicology Services: under the general direction of a higher-level manager in the Forensic Investigation Center, oversees the Toxicology Section; oversees shifts, training, validation, automation, quality assurance, safety, and proficiency testing; directs case assignment, manages productivity, oversees procedures, and reviews analytical reports; prepares and administers the budget and grants; participates in laboratory needs assessment and funding; assists in enhancing the analytical capability and capacity of the section, including managing specimen flow to obtain optimal productivity; stays informed of developments within the field of forensic science analysis; reviews current scientific literature; evaluates emerging technologies; organizes and attends seminars, courses and professional meetings; and serves as a resource for prosecutors, investigators, evidence technicians and other law enforcement personnel.

Assistant Director Biological Sciences: reporting to the Director Biological Sciences, assists the Director in the daily oversight of the Biological Sciences section; supervises Associate Directors Biological Sciences who oversee staff performing various functions related to the operations of the casework, DNA databank and CODIS units; directs training, validation, quality assurance, and safety and proficiency testing; oversees the review of forensic serology and DNA reports; serves as a resource to prosecutors, investigators, evidence technicians and other law enforcement personnel; and stays informed of developments within the field of forensic DNA analysis.

Director Biological Sciences: reporting to the State Police Director of Forensic Services, supervises forensic staff performing DNA identity testing for active criminal investigations conducted by the New York State Police and other municipal and county law enforcement agencies; supervises staff in the development of DNA identity profiles; oversees the maintenance and operation of

the repository of DNA records generated by the DNA case work laboratories and DNA Databank; ensures that all policies and operations of the DNA index, including security and access meet guidelines set by the Division of Criminal Justice Services, New York State Commission of Forensic Sciences, and National DNA Index System; oversees the operation of violent evidence crime processing; and provides training to law enforcement personnel on the topics of recognition, collection and preservation of DNA evidence, and the appropriate use of DNA evidence in a major crime and effective courtroom presentation.

Minimum Qualifications

Associate Director Biological Sciences

Non-Competitive: one year of service as a Supervisor Forensic Services (DNA).

Associate Director Drug Chemistry

Non-Competitive: one year of service as a Supervisor Forensic Services.

Associate Director Laboratory Quality Assurance

Non-Competitive: ten years of experience performing the duties of a Forensic Scientist or its equivalent in another forensic laboratory; or one year of service as a Supervisor Forensic Services, Grade 25, or Supervisor Forensic Services (DNA), Grade 25.

Associate Director Toxicology Services

Non-Competitive: one year of service as a Supervisor Forensic Services.

Assistant Director Biological Sciences

Non-Competitive: master's degree in a life science, forensic science, laboratory administration or other relevant discipline and two years of service as a Supervisor Forensic Services.

Director Biological Sciences

Non-Competitive: a Ph.D. degree in a biological or forensic science and five years of managerial laboratory experience in an accredited forensic DNA identification laboratory; or a master's degree in biological or forensic science and ten years of experience in an accredited forensic DNA identification laboratory, including at least five years of managerial laboratory 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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