

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

Classification Standard

Occ. Code 9202670

Associate Director Forensic Investigation Center, Grade 29	9202670
Assistant Director Biological Sciences, M-4	9202700
Director Biological Sciences, M-8	9202900

Brief Description of Class Series

Associate Directors Forensic Investigation Center oversee the day-to-day operations of specific sections, including the technical and scientific sections of the Biological Sciences, Drug Chemistry, Quality Assurance, Physical Comparisons, 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 Forensic Investigation Center: non-competitive; section head; supervises Supervisors Forensic Services or Supervisors Forensic Services (DNA); oversees a specific section in the Forensic Investigation Center.

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 Forensic Investigation Center: reporting to an Assistant Director Biological Sciences or higher-level position within the Forensic Investigation Center, supervises staff performing various functions related to casework and/or the DNA Databank; oversees training, validation, quality assurance, safety, and proficiency testing; assigns cases, monitors progress, and tracks productivity; assists in enhancing the analytical capability and capacity of

the section; ensures compliance with laboratory and safety procedures; approves technical test methods, equipment, procedures, and practices; reviews analytical reports; manages specimen flow to obtain optimal productivity; approves deviations from established procedures; approves the validation of new instruments and test methods and evaluates emerging technologies; participates in the needs assessment and funding of the laboratory; prepares and administers budget and grants; stays informed of developments within assigned field of forensic analysis; organizes or attends seminars, courses, and professional meetings; works with outside agencies and other stakeholders to develop legislative regulatory solutions; develops, implements, and maintains quality assurance policies, procedures, and controls to ensure conformance to the requirements of accreditation; 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 audits to assess compliance with applicable governmental statutes, regulations, accreditation requirements, and management system requirements; manages quality assurance and LIMS teams, including oversight of document control, and Discovery Law processes; represents the lab in New York State Commission on Forensic Science meetings and accrediting body proceedings; 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; oversees the needs assessment and funding of the laboratory; prepares and administers budget and grants; 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, oversees the Assistant and Associate Directors performing various functions related to the operations of the Casework, DNA Databank, and CODIS units within the Biological Sciences section; administers the technical and scientific operations of Biological Sciences Casework unit; administers the technical operation of the DNA Databank including oversight of specimen processing to obtain optimal productivity; 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 criminal investigations; keeps informed of developments within the field of forensic DNA analysis; works with other forensic laboratory directors to share and improve policy and procedures; maintains membership and participation in national and international forensic organizations and committees; represents New York State forensic

interests and brings best practices to the State; and creates and revises policy and procedures in conjunction with the Commission on Forensic Science and DNA subcommittee, the Department of Criminal Justice Services Office of Forensic Services, and senior appointed and elected multi-jurisdictional government officials.

Minimum Qualifications

Associate Director Forensic Investigation Center

Non-Competitive: one year of service as a Supervisor Forensic Services or Supervisor Forensic Services (DNA), or equivalent in another laboratory system.

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 experience as a supervisor in a laboratory.

Director Biological Sciences

Non-Competitive: a master's degree in a life science, forensic science, laboratory administration, or other relevant discipline and ten years of experience in an accredited forensic DNA laboratory, including five years of managerial laboratory experience. A Ph.D. degree in a related field may substitute for two years of 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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