

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

Classification Standard

Occ. Code 6148500

Supervisor Forensic Services, Grade 25

Brief Description of Class

Supervisors Forensic Services are non-competitive positions that administer the technical and scientific operations of specialized forensic disciplines within the State Police Laboratory System. Specialties include Drug Chemistry, Firearms, Toxicology, Quality Control, and Trace Evidence. This is an administrative position that supervises the performance of technical procedures, manages workflow, supervises subordinate positions in their assigned unit, casework backlogs, case prioritization, and interacts with officers and District Attorneys.

Distinguishing Characteristics

Supervisor Forensic Services: oversees the technical and scientific functions of all forensic analysis in their disciplines including supervision of testing procedures and reports of findings; tests analytical methods; oversees training, quality assurance, safety, and proficiency testing; serves as a section head and supervises a unit typically comprised of at least six Forensic Scientists and Laboratory Technicians.

Related Class

State Police Forensic Scientists 4 are technical positions, performing the full range of complex analyses of various types of evidence received at the State Police Laboratories and handled in either the Drug Chemistry, Biological Sciences, Toxicology, Trace Evidence or Firearms Units. They participate in the training for Forensic Scientists 1 and in-service training of all other levels of Forensic Scientists.

Illustrative Tasks

Oversees the administration of the technical and scientific operations of all forensic analyses in their designated specialty, including supervision of a team of Forensic Scientists and Senior Laboratory Technicians in forensic laboratory procedures and the preparation of reports of forensic findings.

Solves technical problems concerning analytical methods and instrumentation.

Oversees training, quality assurance, safety, and proficiency testing in the laboratory.

Oversees method validation, including changes needed due to new instrumentation and legislative changes.

Provides training to staff, including initial training and continuing education programs.

Serves as a resource for Investigators, Evidence Technicians, and other law enforcement personnel.

Consults with the State Police Forensic Laboratories Quality Assurance Coordinator regarding laboratory quality issues and accreditation matters.

Performs forensic analysis of the most complex cases.

Performs internal auditing activities and identifies risks that could lead to non-conformities.

Implements productivity and efficiency measures for forensic analyses.

Supervision Exercised

Supervisors Forensic Services supervise a staff typically comprised of at least six Forensic Scientists, Laboratory Technicians, or clerical staff in a unit. Supervision of subordinate staff includes establishing unit goals and priorities; assigning and scheduling staff; evaluating employee performance; determining training needs and providing training; providing technical advice and assistance; and ensuring staff compliance with accreditation standards as well as Division of State Police rules and regulations.

Minimum Qualifications

Supervisor Forensic Services

Non-competitive: a master's degree in a Natural or Physical Science, Public Administration, Business Administration, Criminal Justice, or Computer Science, and either four years of experience equivalent to a Forensic Scientist in another laboratory, or four years of experience performing the duties of a Forensic Scientist at State Police.

Attachment

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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Parenthetic Attachment

Supervisor Forensic Services (DNA) performs the same work as the Supervisor Forensic Services, but in the Biological Sciences Unit conducting analyses in DNA Casework and the DNA Databank; oversees the technical and scientific functions of all forensic analysis concerning DNA, including testing procedures and reports of findings; manages work flow; resolves casework backlogs; works with staff to develop and maintain appropriate procedures, sample handling programs and ensure material inventories are in place; performs routine evaluation of rules and regulations related to DNA laboratory accreditation to ensure standards remain up-to-date; and serves as a resource for officers and District Attorneys.

Minimum Qualifications

Non-competitive: a master's degree in a Natural or Physical Science, Public Administration, Business Administration, Criminal Justice or Computer Science; and successful completion of a combination of graduate and undergraduate course work covering the subject areas of biochemistry, genetics, and molecular biology as well as statistics and/or population genetics as it applies to forensic DNA analysis; and four years of experience performing the duties of a Forensic Scientist in the Biological Sciences Unit or its equivalent in another laboratory.