

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
CRIME LABORATORY ADMINISTRATOR

DEFINITION

Functions as the administrative manager and chief technical expert of the Division of Criminal Investigation, (D.C.I.) ASCLD accredited Crime Laboratory and acts as an assistant to the Division Director; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of staff; effectively recommends personnel actions related to selection, performance, leaves of absence, grievances, work schedules and assignments, disciplinary procedures, and administers personnel and related policies and procedures.

Develops, implements and administers policies and procedures regarding the operation of the State Crime Laboratory to ensure that all functions of the laboratory are handled in a competent, effective and efficient manner and in order to meet and maintain accreditation standards.

Provides oversight of a full-service crime laboratory including the functional areas of latent prints, documents, photography, forensic data recovery, drugs, toxicology, DNA, trace evidence, firearms/toolmarks, alcohol, arson and the evidence room.

Manages the program area through the following activities: controls funds, equipment, materials, and related resources necessary for accomplishing program goals and objectives; integrates the scheduling and accomplishment of various phases of work to ensure optimum use of available resources; develops proposals for new or revised legislation, regulation or related program controls; assesses the performance and effectiveness of units managed to appraise the desirability of program changes; and supervises, trains and instructs employees.

Participates in the overall management of the D.C.I. by functioning as a member of the division's management team.

Designs the laboratory layout and specifies the equipment and supplies needed to conduct the assignments of the laboratory; conducts analysis using new equipment, procedures or techniques to determine their potential for the laboratory and establishes guidelines for their use.

Confers with colleagues, state, federal and local officials, court and law enforcement officers and others involved in the analysis, collection, transportation, and preservation of physical evidence.

Prepares reports, budget requests, and other documents for officers and agency management of the Department of Public Safety to inform them of the activities of the laboratory.

Testifies in court proceedings as an expert witness to explain, corroborate, or contest analyses conducted on evidence submitted in criminal proceedings.

Attends seminars, institutes, and training sessions to learn about new developments in the field of criminalistics and forensic science.

COMPETENCIES REQUIRED

Knowledge of the principles and practices of chemistry, biology, physics, toxicology and microanalysis as they relate to the field of forensic science.

Knowledge of general management principles, techniques and methods such as personnel and organizational management, budgeting, and employee supervision as they relate to resolving issues which impact on

program operation.

Knowledge of modern laboratory methods, materials, procedures and equipment.

Knowledge of the methods and procedures used in analyzing and preparing evidence for use in criminal prosecution cases.

Knowledge of the current literature, trends, and developments in the field of forensic science.

Knowledge of laws, regulations, and accreditation standards governing the activities of the Crime Laboratory and the proper handling of evidence.

Ability to organize and manage the functions of a crime laboratory to achieve its intended goals and objectives.

Ability to use the Crime Laboratory equipment and supplies.

Ability to maintain composure while under cross-examination in a court of law.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with major coursework in chemistry, physics, biology, toxicology or forensic science and experience equal to seven years of full-time professional work in criminalistics or forensic science in a laboratory setting, of which at least one year included the supervision of other laboratory personnel;

OR

an equivalent combination of education and experience substituting one year of experience in a crime laboratory performing firearms identification, latent print identification, document examination, trace evidence, forensic toxicology, forensic serology, forensic photography, or crime scene investigation and forensic training, for one year (thirty semester or equivalent hours) of the required education with a maximum substitution of four years;

OR

an equivalent combination of education and experience, substituting thirty semester or equivalent hours of graduate coursework in the above mentioned areas for one year of the required experience with a maximum substitution of three years;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to five years of full-time work as a Criminalist.

SPECIAL REQUIREMENTS

Applicants must pass a thorough background investigation conducted by the Department of Public Safety.

Effective Date: 12/00 CP