



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

FORENSIC SCIENTIST SUPERVISOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Forensic Scientist Supervisor	F4092S	65	85

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Purpose

Devotes a substantial portion of time assigning and directly supervising work of at least two (2) full time equivalent employees**, acting upon leave requests, conducting annual performance evaluations, and recommending disciplinary actions. Interviews and recommends the selection of applicants and conducts training of personnel. Collects, classifies, identifies and analyzes physical evidence related to criminal investigations. Perform tests on weapons or substances, such as powders, plant material, and body fluids to their determine significance to the investigation. They testify as an expert witness regarding evidence results and crime laboratory techniques and serve as a specialist in an area of expertise such as firearms examination, fingerprinting, chemistry, or biochemistry.

Nature of Work

The Forensic Scientist Supervisor devotes a substantial portion of time assigning and directly supervising the work of at least two (2) full time equivalent employees and provides support to Forensic Scientists in the investigation of crimes by receiving, storing and maintaining physical evidence custody, security, and control. Proper collection and storage methods are important to protect the evidence. Forensic Scientists in the Law Enforcement Records Bureau provide quality assurance of criminal fingerprint card submissions taken from Law Enforcement Agencies, and perform analysis on fingerprint comparisons with latent prints and identity theft victims.

Forensic Scientists specialize in areas such as DNA analysis or firearm examination or performing tests on weapons or on substances such as hair, tissue, and body fluids to determine their significance to the investigation. Forensic Scientists also prepare reports to document their findings, quality controls and the laboratory techniques used, and provide information and expert opinions to investigators. When criminal cases come to trial, Forensic Scientists give testimony as expert witnesses on laboratory findings regarding identifying individuals, weapons, or substances from evidence collected at the scene of a crime. Forensic Scientists often work closely with other experts.

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Distinguishing Characteristics

The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

- Devotes a substantial portion of time assigning and directly supervising work of at least two (2) permanent/full time employees. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Conducts training of personnel; may interview and recommend selection of applicants.
- Provides career coaching through mentoring and arranges for outside training opportunities when possible.
- Makes well-informed, effective, and timely decisions and perceives the impact and implications of those decisions.
- Makes point of view in a clear and convincing manner.
- Listens effectively and clarifies information as needed.
- Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- Writes in a clear and concise manner.
- Develops networks and builds alliance; collaborates across boundaries to build strategic relationships and achieve common goals.
- Builds and manages workforce based on organizational goals, budget considerations, and staffing needs
- Ensures that employees are appropriately recruited, selected, and appraised; addresses performance issues.
- Keeps up to date on occupationally specific technological developments; makes effective use of technology to achieve results.
- Employees in this Role use scientific research principles and procedures, chemical analysis methods and procedures, crime scene protocols, and photographic and laser equipment to analyze data and evidence.
- Employees may apply knowledge in areas of criminal evidence gathering and forensic laboratory procedures and practices; design, validate, maintain and recommend techniques and procedures; use infrared equipment, microscopic techniques, laser instruments, and chemical identification techniques; operate instruments specific to forensic analyses and examinations; provide instruction in forensic analyses and crime scene evidence identification, collection and preservation, prepare reports and present evidence in a court of law.
- Employees may require the application of state and federal acts, statutes, rules, and regulations applicable to area of specialization; train other employees at the operational level; prepare instructional material in forensic firearms/tool mark, serology/DNA, latent print, and drug examination and analysis.

Recommended Education and Experience for Full Performance***

For DNA Analysts, a Bachelor's Degree in Biology, Chemistry, Forensic Science, Biochemistry, Genetics or Molecular Biology from an accredited college or university and completion of nine (9) credit hours of coursework in any combination of biochemistry, genetics, molecular biology, to include any course work in statistics or population genetics. For Chemists, a Bachelor's Degree in Chemistry or in Biology or Forensic Science which must include a minimum of 20 credit hours of chemistry coursework. For Latent Print and Firearm Forensic Scientists, a Bachelor's degree in any discipline will be accepted, or an Associates' degree plus two (2) years of additional laboratory experience or four (4) years of additional laboratory experience can

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substitute for a Bachelor's degree. Four (4) years of experience working in a forensics laboratory performing scientific analysis of forensic evidence, including one (1) year independent casework analysis. Six (6) years of experience working in a forensics laboratory performing independent scientific analysis of forensic evidence, and one (1) year forensic expert witness testimony experience, three (3) years of which must be supervisory.

Minimum Qualifications

For DNA Analysts, a Bachelor's Degree in Biology, Chemistry, Forensic Science, Biochemistry, Genetics or Molecular Biology from an accredited college or university and completion of nine (9) credit hours of coursework in any combination of biochemistry, genetics, molecular biology, to include any course work in statistics or population genetics. For Chemists, a Bachelor's Degree in Chemistry or in Biology or Forensic Science which must include a minimum of 20 credit hours of chemistry coursework. For Latent Print and Firearm Forensic Scientists, a Bachelor's degree in any discipline will be accepted, or an Associates' degree plus two (2) years of additional laboratory experience or four (4) years of additional laboratory experience can substitute for a Bachelor's degree. Four (4) years of experience working in a forensics laboratory performing scientific analysis of forensic evidence, including one (1) year independent casework analysis.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET is a trademark of the U.S. Department of Labor, Employment, and Training Administration.*

Knowledge

Leadership - Knowledge of leading through influence and persuasion by establishing mutual trust, respect, and loyalty, through shared beliefs, values, and goals; Being cognizant of subordinates' needs, goals, and aspirations, and to carefully consider these personal variables when making decisions.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic

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equipment, and computer hardware and software, including applications and programming.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Biology — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

Skills

Leadership - Displaying attributes that makes employees willing to follow; applying effort to increase productiveness in areas needing the most improvement; establishing a spirit of cooperation and cohesion for achieving goals; making the right things happen on time; providing performance feedback, coaching, and career development to individuals to maximize their probability of success; giving subordinates the authority to get things accomplished in the most efficient and timely manner.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Science — Using scientific rules and methods to solve problems.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt.

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Bargaining Unit: Not covered

Established: 04/27/2012

Revised: 10/28/2013; 11/27/18 (min quals)

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*

****Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation. Not to be construed as minimum qualifications.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.