



CLASS TITLE | FORENSIC TECHNICAL MANAGER

PAY GRADE: STE-55| www.cityoftulsa.org/pay

Class Code: 2059

Effective Date : 10/12/2022

PURPOSE OF THE CLASSIFICATION: Under general direction manages and trains forensic personnel who perform analyses in an assigned section of the forensic laboratory and is responsible for testing evidence and accurately reporting results for the adjudication of criminal matters in courts of record; and performs other duties as required.

ESSENTIAL TASKS:

- Serves as a technical expert holding the ultimate responsibility for the quality of all work performed by the laboratory section, and maintains a quality assurance program conforming to forensic laboratory accreditation standards
- Administers casework to meet deadlines and plans, schedules, and coordinates laboratory work to reduce case backlogs, and oversees the development of analytical procedures, technical manuals, and training programs pertinent to the relevant forensic science discipline(s)
- Evaluates operations and recommends cost-effective and efficient improvements for laboratory procedures and manages a section budget for equipment and supply needs
- Oversees the section training program and conducts training activities for trainees and customers, and organizes, plans, and completes validations, presentations, and research projects
- May be responsible for more than one forensic discipline
- Obtains, examines, and analyzes evidence (e.g., blood, seminal fluid, saliva, fire debris, seized drugs, friction ridge impressions, firearms, and ammunition), and evaluates, interprets, and compares resultant data
- Utilizes specialized equipment, instrumentation, and software pertinent to the forensic science discipline (e.g., comparison microscope, gas chromatography-mass spectrometer, genetic analyzer, measuring instruments, reference materials, and reagents)
- Accurately reports results of testing through written laboratory certificates of analysis and explains laboratory examinations and results to law enforcement personnel and court officials
- Testifies in municipal, tribal, state, and federal courts of law as needed, and is responsible for the integrity and strict security of evidence and chain of custody records
- Attends meetings, workshops, seminars, continuing education classes, and other training as required and must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following:

1. (a) Graduation from an accredited college or university with a bachelor's degree in one of the physical, chemical, forensic, or biological sciences; **and**,
(b) Seven (7) years of authorized casework experience with an accredited forensic science laboratory; **with**
(c) Two (2) years in a supervisory or leadership position *preferred*; **and**,
(d) Experience rendering courtroom testimony in the relevant forensic discipline *preferred*
2. (a) Graduation from an accredited college or university with a master's degree in one of the physical, chemical, forensic, or biological sciences; **and**,
(b) Five (5) years of authorized casework experience relevant with an accredited forensic science laboratory; **with**
(c) Two (2) years in a supervisory or leadership position *preferred*; **and**,
(d) Experience rendering courtroom testimony in the relevant forensic discipline *preferred*

3. (a) Graduation from an accredited college or university with a PhD degree in one of the physical, chemical, forensic, or biological sciences; **and**,
(b) Three (3) years of authorized casework experience with an accredited forensic science laboratory; **and**,
(c) Two (2) years in a supervisory or leadership position *preferred*; **and**,
(d) Experience rendering courtroom testimony in the relevant forensic discipline *preferred*

Knowledge, Abilities and Skills:

Knowledge of:

- Substantial knowledge of forensic science in relation to laboratory testing
- Substantial knowledge of equipment and technology used in a forensic science laboratory
- Substantial knowledge of scientific principles and laboratory procedures

Ability to:

- Ability to successfully perform laboratory procedures
- Ability to safely handle hazardous materials and weapons
- Ability to understand the critical importance of complete, accurate, and thorough documentation
- Ability to effectively communicate in speech and in writing
- Ability to successfully lead a group of professionals through complex and technical tasks

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to grasp and operate handheld laboratory equipment and utensils. Frequent lifting and carrying up to 20 pounds with occasional lifting and carrying up to 50 pounds; frequent reaching, grasping, talking, hearing, and seeing. Moderate standing, bending, twisting, completing repetitive motions, and feeling. Occasional pushing and pulling up to 50 pounds.

Licenses and Certificates: Obtain and maintain the following;

1. A valid Class "D" Oklahoma Driver license; **and**,
2. Completion of ISO/IEC 17025 internal auditor or technical assessor training within twelve (12) months of date of hire; **and**,
3. Active membership in a relevant professional organization.
4. Graduate degree in a chemical, physical, forensic, or biological sciences *preferred* (Except for the Biology section where a graduate degree is required).

WORKING ENVIRONMENT: Working environment is primarily indoors in a laboratory setting and, depending on the forensic science discipline, may be exposed to various hazardous materials, including chemicals and bodily fluids; exposure to toxic fumes/vapors/odors; loud noises; and hazardous physical conditions, including mechanical parts and electrical currents.

EEO Code: E-02

Group: Cultural, Legal and Science

Series: Sciences