**DEPARTMENT OF JUSTICE**

**DIVISION OF LAW ENFORCEMENT**

**BUREAU OF FORENSIC SERVICES**

**REDDING/CHICO LABORATORIES**

**420-565-8467-003**

**Vacant**

**JOB TITLE:**  Criminalist Manager

**STATEMENT OF DUTIES:** The Criminalist Manager has overall responsibility for the coordinating, planning, organization, direction, and management of **two** criminalistic laboratories. In addition, he/she has certain bureau-wide responsibilities in the areas of planning and policy.

**SUPERVISION RECEIVED:** Under the general direction of the Assistant Director.

**SUPERVISION EXERCISED:** Responsible for managing two criminalistics laboratories, with direct supervisory responsibility for one or more Criminalist Supervisor(s).

**TYPICAL PHYSICAL DEMANDS:** Although the criminalist manager oversees the operations of crime labs, on occasion may be required to the following: Be able to lift up to 60 pounds; work odd and late hours; handle foreign substances and chemicals; ability to differentiate color shades; provide courtroom testimony.

**TYPICAL WORKING CONDITIONS:** While working in the laboratory, criminalist managers are in a controlled environment; however, while responding to clandestine labs and homicide scenes, they are in an uncontrolled environment; additionally, courtroom testimony can be a stressful work environment.

**EXAMPLES OF DUTIES:**

# **ESSENTIAL FUNCTIONS**

45% Responsible for managing two criminalistic laboratories, with direct supervisory responsibility for one or more Criminalist Supervisor(s) who provide day-to-day supervision of the staff of that laboratory. The technical staff is comprised of Criminalists and Laboratory Technicians whose assignments are to conduct forensic analysis in the program areas of criminalistics, controlled substances, and blood alcohol.

20% Responsible for budget allocations for the laboratories. Ensures that each Criminalist Supervisor remain within his/her allocation (unless allocation transfers are made by the Criminalist Manager) and also for the overall fiscal

performance of the laboratories. Responsible for the submission of accurate and prompt ordering on 201's, 40A's, 65's and 115's.

Duty Statement

Page 2

5% Reviews health and safety issues within the laboratories. Safety and health procedures and practices within the laboratory should be constantly reviewed and evaluated. Any difficulties or problems, whether real or perceived, should be promptly addressed and reported to the Sr. Industrial Hygienist and the Assistant Chief.

5% Responsible for participation in personnel actions, particularly the disciplinary and grievance procedures and functions as the first level of review for grievances submitted in the laboratory by this position.

5% The Criminalist Manager will comply with the instructions of the Quality Assurance Program by pulling and reviewing cases periodically. If the laboratory is experiencing difficulties in casework, it should be inspected more often; however, that is left to the discretion of the Criminalist Manager.

## **MARGINAL FUNCTIONS**

5% Monitors client attitudes throughout the area by both personal visits to client agencies and delegation of this function to subordinate supervisors. A written report covering those contacts shall be made to the Assistant Chief. Problems, trends, compliments, and other comments shall be included regarding these contacts.

5% Monitors and evaluates training needs of staff; develops annual training plan for employees. Reviews the annual development plans of each individual within the laboratories and assists them where appropriate in securing training aids or courses.

5% Acts in an advisory capacity to the Assistant Chief concerning bureau wide matters of technical or policy nature, allocation of resources, planning and special assignments.

5% Represents the Bureau at meetings and coordinates public relations for the laboratory.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees Signature Date Supervisors Signature Date