

<b>POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)</b>				1. Agency Position No.		2. Certification No.	
3. Collective Bargaining Unit (CBU) Code: <b>XAA</b>		4. Employing Office Location <b>Washington, D.C.</b>		5. Duty Station <b>Consolidated Forensic Lab</b>		6. Competitive Level Code	
7. Reason for Submission <input type="checkbox"/> Re-description <input checked="" type="checkbox"/> New <input type="checkbox"/> Re-establishment <input type="checkbox"/> Other Explanation (show any positions replaced)		8. Service <input checked="" type="checkbox"/> Department <input type="checkbox"/> Field		9. Employment/Financial Statement Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. FLSA <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt		13. Position Status <input checked="" type="checkbox"/> Career Service <input type="checkbox"/> Legal Service <input type="checkbox"/> Excepted Service <input type="checkbox"/> Other <input type="checkbox"/> Management Supervisory Service	
						14. Agency Use (optional) <b>JC: 555092</b>	
15. Classified/Graded by		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials
a. Final Agency Authority or Designee							
b. Agency or D.C. Department of Human Resources		<b>Forensic Scientist (Materials Analyst)</b>		<b>CS</b>	<b>401</b>	<b>09</b>	<b>LCN</b>
c. Intermediate Authority							<b>4/23/14</b>
d. Field Office							
e. Recommended by Supervisor or Initiating Office		<b>FS (Materials Analyst)</b>		<b>CS</b>		<b>09</b>	
16. Organizational Title of Position (if different from official title)(optional)				17. Name of Employee (if vacant, specify)			
18. Department, Agency or Establishment <b>Department of Forensic Sciences</b>				e. Third Subdivision			
a. First Subdivision <b>Forensic Science Laboratory</b>				d. Fourth Subdivision			
b. Second Subdivision				c. Fifth Subdivision			
19. Employee Review				Signature of Employee (optional)		Date	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational structure. I further certify that this position is necessary to carry out the functions for which I am responsible. This certification is made with the knowledge and understanding that this information is to be used for statutory purposes relating to the appointment and payment of public funds, and that any false or misleading statements may constitute violations of such statutes or their implementing regulations.				a. Typed Name and Title of Immediate Supervisor			
Signature				Date		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) <b>Dr. Jason C. Kolowski, Director, FS Laboratory</b>	
Signature				Date		Signature <i>Jason Kolowski</i>	
Signature				Date		Date <b>2/20/14</b>	
21. Classification / Job Grading Certification. I certify that this position has been classified/graded as required by D.C. Official Code § 1-611.01 et seq., in accordance with official standards, or, if no official standards apply directly, consistently with the most applicable official standards.				Information for Employees. Official classification standards and information on employees are available in the D.C. Department of Human Resources. The classification of the position may be reviewed and corrected by the certifying authority or a designee of the Director of Human Resources. Information on classification/job grading appeals is available from the D.C. Department of Human Resources.			
Typed Name and Title of Official Taking Action <b>Teresa M. Eubanks, HR Specialist</b>				22. Standards Used in Classifying/Grading Position <b>JFS for Professional Work in the Natural Resources Mgmt. &amp; Biologist Sciences Group 400</b>			
Signature <i>Teresa M. Eubanks</i>				Date <b>4/23/2014</b>			
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks (optional) <b>PROMOTION POTENTIAL TO CS-11 CAREER LADDER PROGRESSION IS CS-09/11/12/13</b>							
25. Description of Major Duties and Responsibilities (see attachment)							

**FORENSIC SCIENTIST (MATERIALS ANALYST)  
CS-401-9**

**INTRODUCTION**

This position is located in the Department of Forensic Sciences (DFS). The mission of the DFS is to provide high-quality, timely, accurate, and reliable forensic science services using best practices and best available technology, focusing on unbiased science and transparency, to enhance public safety and health.

The position is responsible for performing examinations of physical evidence submitted to the Materials Analysis Unit related to material and trace evidence analysis.

**MAJOR DUTIES**

Identifies, analyzes, compares, and interprets evidence in criminal investigations. The types of crimes include person crimes, such as homicides, sexual assaults, and robberies, as well as property crimes. The types of analyses that might be encountered in the laboratory could include, but are not limited to the following:

- Fiber analysis
- Paint analysis
- Polymer analysis
- Adhesive analysis
- Glass analysis
- Comparative and analytical microscopy and microchemistry

Analyzes a limited range of evidence, utilizing a limited variety of techniques and processes; observes and demonstrates proficiency in the technical examinations and equipment essential to perform casework; demonstrates proficiency in interpretation of results obtained from technical examinations performed, and learns how to prepare detailed notes and comprehensive written notes regarding examinations.

Utilizes verbal and written instructions to perform various techniques to in the identification, preservation, handling and receipt of evidence; the importance of evidence control; to document and maintain chain of custody and preserve the integrity of evidence examined; and the analysis and presentation of conclusions of examinations.

Instructed how to testify in court as an expert witness in connection to the evidence analyzed; study new techniques and procedures in scientific analysis, collection, and processing; participate in a structured training program; demonstrate continuous effort to improve operations; and to work cooperatively and jointly to provide quality seamless customer service.

Researches and analyzes data to perform mathematical and statistical computations to complete scientific examinations.

Works with supervisor and team leader and other personnel to ensure accreditation standards are met.

Examines simple evidence, utilizing a limited variety of methods; learns to identify, preserve, analyze, interpret, and present conclusions from comparison of evidence with known and documented reference data sets and how to advise on the collection of evidence in criminal cases, including those involving deaths and other violent crimes; evaluates risks concerning or identifying hazards in the laboratory.

Actively learning through working collaboratively with senior staff to analyze and interpret evidence, and other information to develop information necessary to meet the objectives of forensic investigations.

Under instructions and guidance the incumbent learns how to effectively report findings and conduct forensic examinations using validated tools and techniques; and prepare tools and equipment; and to ensure appropriate use/operation; and maintains license agreements and updates.

Trained to research technical journals, textbooks and forensic science manuals to determine best methods of performing analytical tests; develop and perform validation methods for new techniques and instrumentation.

Learn to provide expert witness testimony in legal proceedings.

Learn to apply procedures that pertain to the quality control/quality assurance programs, proficiency testing program and safety program.

Demonstrate the ability to: communicate effectively, both orally and in writing; maintain effective working relationships.

Conducts a limited range of analyses; works effectively under pressure; provides technology advisory services to other agencies and department staff to enhance forensic investigations.

Operates, trouble shoots and performs minor repairs and preventive maintenance on equipment.

Recognizes new methods for performing examinations or determines the effectiveness of current analytical methods.

Follows evidence control procedures to maintain chain-of-evidence integrity and ensure evidence is locked securely in a designated location before and after analysis.

Under supervision, develops examination plans to effectively and efficiently meet the scope of the questions at hand in the investigation addressing inculpatory and exculpatory evidence.

Exercises discretion and sound judgment to determine proper courses of action and assesses and evaluates a variety of situations, problems, conditions or questions.

Utilizes computer software to analyze results of tests in order to perform tests and keep up-to-date on current studies, pamphlets, journals, and books for use in devising new methods and tests. Devises charts, graphs, and tables as aids to conduct tests; evaluates laboratory test results in the area of concern; prepares technical reports on findings and project results.

Reviews higher graded examiners' data and reports to better understand the technical aspects, documentation and/or administrative protocols.

Prepare evidence for presentation in court; meet with laboratory personnel and the criminal justice community (e.g., law enforcement personnel, attorneys, investigators, etc.) regarding the interpretation of examinations conducted; and may be required to testify as a key witness in court.

Attends relevant seminars, lectures and other training and development activities.

Projects a professional image while representing the Department; and exemplify the Department values, both on and off duty.

Performs other related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of and skill and ability gained through work experience or training in applying theories, principles, concepts, methodology and practices of analytical chemistry, physical science, or biology or related field to the work that is sufficient to perform mathematical and statistical that relates to analytical laboratory work; and knowledge of and ability to apply Federal, state, and local laws, codes and regulations pertaining to forensic science; and training in how to apply evidence collection and preservation procedures.

Knowledge of or experience in quality assurance procedures and accreditation standards; proper procedures and standard laboratory rules and safety precautions regarding chemicals, toxins and biohazards; and evidence collection and preservation procedures.

Knowledge of and hands-on experience or classroom training related to forensic investigations and knowledge of equipment and supplies used in a forensic laboratory including specialized scientific equipment, instrumentation and software; and with current developments, literature and other sources of information related to the assignment; and the ability to modify analytical methods, to solve problems or respond to technical issues in regards to subject matter analysis.

Experience with or the ability to apply theoretical and analytical principles of natural and physical sciences, including organic, inorganic, biochemistry, physical chemistry, and other applicable fields; apply operational methods and techniques of the forensic laboratory, including laboratory testing procedures.

Knowledge of evidence collection, preservation and chain of custody rules/laws and knowledge of safety practices and procedures as they apply to analyses in the laboratory; and knowledge of or training related to the rules of evidence and the methods used in presenting evidence in court, and policies and procedures for maintaining and handling evidence and the chain-of-evidence integrity.

Experience or ability to work extensively with chemicals and biohazards in a safe manner; and the ability to perform a variety of scientific tests and analyses; and ability to recognize anomalies, prepare hypotheses, and take appropriate action; prepare and maintain accurate records/data and prepare clear and concise reports and memoranda.

Ability to testify effectively in court as a key witness in legal proceedings as required.

Ability to work safely without presenting a threat to self or others is essential.

### **SUPERVISORY CONTROLS**

Works under the guidance of the Forensic Scientist Supervisor (Materials Analysis Unit), who makes assignments by defining objectives, setting priorities and deadlines and assists with new and unusual techniques that do not have clear precedents or instructions. Also, receives technical guidance and assistance from the Lead Forensic Scientist (Materials Analyst). The incumbent plans and carries out the assignments; and handles problems and/or deviations in accordance with instructions, policies or previous training/experience.

The work is reviewed for conformance to guidelines, instructions, conformity to department policy and requirements.

### **GUIDELINES**

Guidelines include policies and procedures of DFS, including but not limited to the standard operating procedures developed by the Materials Analysis Unit through the validation of analytical procedures; governing laws and regulations of the District and Federal government, Mayor's Orders, instructions, and the Deputy Mayor's policy and priorities. Incumbent exercises sound judgment in choosing, interpreting, or adapting available standards and guidelines to specific issues or subject. Many situations are not covered by the guidelines, and therefore, require interpretation and adaptation.

Judgment is exercised when interpreting, or adapting available standards and guidelines, as agency policies, regulations, precedents, and work directions for application. The incumbent is required to analyze results and recommends changes.

### **COMPLEXITY**

The work involves assessing, evaluating, modifying and adapting various methods to satisfy requirements and to arrive at sound conclusions.

Based on work experience or training, decisions are made in regards to what needs to be done depends upon the analysis of the subject matter or issues involved in each assignment, and the chosen course of action may have to be selected from a variety of alternatives.

### **SCOPE AND EFFECT**

Conducts scientific investigations and assists team members when required to perform analysis including collecting appropriate exhibits to prepare for examination/testing; and prepares documentation regarding findings and analysis that are instrumental in preparing results of tests; and identifying problems that may alter analytical results; and ensures that all documentation is in the appropriate order for court cases and/or final discovery.

The result of the work may affect other experts and/or the department's credibility adequacy, accuracy and effectiveness of the field investigations, and laboratory tests, and ensures its relevancy to each to assist with closure. The results are also binding and affect judicial proceedings.

### **PERSONAL CONTACTS**

Contacts are with DFS officials, employees, laboratory personnel, consultants, Federal and District regulatory agencies, the general public, law enforcement, and investigators, and other stakeholders.

### **PURPOSE OF CONTACTS**

Contacts are for the purpose of influencing and motivating persons or groups in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or exchanging and gathering information, ensuring the orderly flow of work as it pertains to maintaining the chain-of-custody of collected evidence, and storage, and to prepare detailed reports.

### **PHYSICAL DEMANDS**

Work is sedentary, however, some work requires periods of walking, standing, bending, stretching etc. Also, some work requires sufficient personal agility to collect and process evidence at a variety of crime scenes. Occasionally carry items weighing up to 50 pounds, such as bags and/or boxes of evidence, portable computers, peripherals, and other similar materials. Incumbent must possess sufficient manual dexterity to manipulate and operate laboratory equipment; must be able to visually distinguish color, shape, size, number and picture resolution quality; must be able to withstand exposure to disagreeable elements such as malodorous and/or decomposing samples/bodies, blood, bodily fluids, etc., that may pose a health risk.

### **WORK ENVIRONMENT**

The work is performed in an office and laboratory. The office setting is when preparing documentation, and the laboratory setting is during the testing and analysis phase.

The incumbent may be exposed to hazardous materials, toxic substances, blood borne pathogens, and electric current and electrostatic discharge and is required to follow safe laboratory practices and wear protective clothing, including wrist straps, facial masks, safety glasses, gloves, etc.

### **OTHER SIGNIFICANT FACTS**

Employees are fully tasked to this position only after demonstrating or gaining equivalent relevant experience. If selected for the position, the employee will be required to sign an obligated training service agreement upon entry on duty with the a range of duties in the Materials Analysis Unit including innovation through the development and implementation of new techniques and processes to meet anticipated and emerging challenges.

Required to successfully complete competency testing prior to beginning casework in a specialty discipline or sub-discipline; and successfully complete annual proficiency testing as required by accreditation standards.

May be required to attend training at an out-of-state facility for an extended period of time, up to six consecutive months within the year.

Bachelor's degree from an accredited college or university in science; or a higher degree and/or industry certification favorably considered.

May be required to work weekends and holidays.

**SPECIAL REQUIREMENTS**

This position's duty station will be housed within the Consolidated Forensic Laboratory (CFL) which is a protection-sensitive facility. As such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable. Due to the handling of primary evidence, the applicant will be required to submit a buccal swab for the purposes of the DNA Quality Control database for the DFS.

The nature of the DFS mission necessarily involves the potential risks associated with biological or chemical hazards, including morgue functions. Although contact with these functions is intended to be minimal, the risks are nevertheless possible; training to recognize, address, and mitigate these risks is required as is dealing with potentially personally difficult topics, such as crime, death, and disease.