

**Special Assistant  
MS-301-12**

**INTRODUCTION**

This position is located in the Office of the Deputy Mayor for Public Safety and Justice (ODMPSJ) 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.

**POSITION CONTROLS**

Works under general direction of the Public Health Laboratory Director, who makes assignments in broad general terms as to the scope of work to be performed, which requires the incumbent to independently perform assignments within the ramifications of established policies and procedures; and new, unusual or complex work situations are referred to the supervisor for advice and keeps the supervisor informed of controversial matters, or far-reaching consequences.

Work is reviewed for conformance to guidelines, feasibility, soundness of overall approach and the effectiveness of meeting objectives, deadlines, and expected results and adherence to requirements; and is held accountable for actions and findings. Also, soundness of judgment exercised in making decisions and recommendations and the overall effectiveness with which assignments are accomplished.

Guidelines include policies and procedures of DFS, including but not limited to the standard operating procedures developed by the Public Health Laboratory (PHL), District and federal grants application and implementation policies and procedures; District contracting and procurement policies and procedures; governing laws and regulations of the District and Federal government, Mayor's Orders, instructions, and the Deputy Mayor's policy and priorities. Exercises sound judgment in selecting, 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.

Sound judgment is exercised when selecting, interpreting, or adapting available standards and guidelines to specific work situations and/or cases, however, many situations are not covered by the guidelines, and therefore, requires extensive interpretation and adaptation or research.

**DUTIES AND RESPONSIBILITIES**

***80%***

Responsible for supporting the PHL and the department's mission, policies, and programs through grants management and special projects

Assists with planning and the direction of major projects and for the development of professional and administrative information necessary for program planning and implementation, and provide input with the decision-making.

Responsible for follow through on major assignments to assure that sufficient staff preparation is ready before matters are referred to the supervisor. Monitors and reports progress on projects/assignments and makes appropriate adjustments to plans as required. Initiates and implements controls to assure that activities meet target dates. When necessary, assures that the proper staff member takes the appropriate step(s) to move the project forward or back on course.

Identifies, analyzes and investigates critical, unusual or crises situations that may cross organizational lines or which have a high level of interest to the supervisor and keeps the supervisor briefed on the status of the work; and reports findings and makes recommendations for resolution when required.

Ensures that PHL activities supported by grants are appropriately documented for DFS' Grants Administrator and for financial accounting systems; develops spending plans, project timelines, and contracting and procurement information.

Drafts responses for grant inquiries, develops grant proposals for the division, reviews Memorandum of Understanding to ensure information is consistent with PHL and DFS mission and policies, and is agreed upon by all stakeholders.

Tracks and monitors grant related projects and spending for completion through project management, PASS and DC Budget system, troubleshoots and identifies resolutions to ensure goals and timelines are met.

Identifies issues of significance with relevance to the mission and recommends strategies to the PHL Director and Chief of Staff (COS).

Assists the supervisor by overseeing PHL administrative program and staff; maintains awareness of legislation that impacts Public Health and the PHL.

Serves as liaison for the PHL Division and advises the PHL Director on future needs for the Division. Assists in assessing various operational processes and analytical methodologies to ensure rigor and efficiency.

Keeps the supervisor, DFS Grants Administrator, and DFS COO apprised on District and National Capital Region (NCR) homeland security grant policies, issues, and priorities as they relate to the National Capital Region Senior Policy Group and the NCR region as a whole.

As designated, represents the PHL Director on District and NCR regional committees and before agencies, civic groups, etc., to educate them in the area of Public Health Laboratory services.

Oversee interns and contractors and supervises administrative staff and other support staff.

Prepares correspondence, documents, and reports, etc. related to projects and programs for the supervisor's review and/or signature.

Supervises, plans, and directs subordinate staff, which also includes contracting personnel within the purview of the DFS. Supervision includes the review of work; utilization of employees to accomplish work objectives; develops quantitative and qualitative measures for evaluating the work performance of staff; formulating overall plans for resources; approves and disapproves

leave requests; recommends job selections, promotions, incentive recognition and corrective or adverse actions; establishes work standards; and identifies developmental and training needs.

**20%**

Coordinates the Department's agency-wide performance management program, and assists the Chief of Staff (COS) with select high level agency priorities, which includes collecting data and information from DFS Divisions, Units, and submitting all data and information for DFS to support the agency performance plan; and drafts and reviews annual performance accountability reports for COS and DFS Director's approval.

Assists the COS with select high level agency priorities and provides critically needed data, researches solutions related to procurements, scheduling of contracts, vendors, including analysis, preparation of presentations, strategic reports, budget development and execution, policy development and human resource related projects.

Serves as point of contact to other DFS Divisions; and advises the COS on probable future needs for agency based experiences and trends.

Performs and/or assists with other special projects and tasks associated with agency-wide programs and mandates.

Performs other related duties as assigned.

#### **OTHER SIGNIKICANT FACTS**

Extensive knowledge and experience with Public Health programs and/or Public Health Laboratory services.

Comprehensive knowledge of and skill in problem solving, negotiation strategies, and project management; analytical and evaluative methods, plus a thorough understanding of program functions, organizational interfaces and structure to select and apply appropriate program evaluation and measurement techniques in measuring and evaluating program accomplishments.

Comprehensive knowledge of strategic planning and development concepts, methods, and theories, and program and policy analysis, in order to develop plans and policies, accomplish major projects and studies, and assess major proposals.

Knowledge of the mission, policies, programs, strategic plans and resources of the Department of Forensic Sciences in order to develop plans and carry out management and program analyses consistence with DFS goals and activities..

Thorough knowledge of administrative functions including budget, and their governing laws, policies, regulations, and precedents.

Comprehensive Knowledge of qualitative and quantitative program research evaluation and assessment methods.

Skills and ability to communicate orally and in writing in order to provide advice, develop plans, make presentations, and participate in ad hoc groups and committees, and prepare legislative and evaluative reports.

Excellent skills in oral and written communication to prepare and present recommendations and solutions regarding complex issues based on analysis and evaluation, including the preparation of presentation of reports, proposals, and to articulate instructions and directives; and ability to communicate ideas clearly and concisely.

Demonstrated skill and ability to use a PC and software packages (e.g., Microsoft Word, Excel, Access, Power Point, Visio, etc.) and software applicable to various reporting systems.

Minimum qualification a Bachelor's Degree from an accredited university. Advanced degree such as Master's degree in management, business administration, public administration, public health is preferred and three (3) to five (5) years of work experience.

#### **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.