

FORSENSIC SCIENTIST MANAGER (DNA)
MS-401-14

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.

Responsible for ensuring the all aspects of the DNA Analysis program(s) are in compliance with the American Society of Crime Laboratory Directors-Laboratory Accreditation Board Standards and the Quality Assurance Standards for Forensic DNA Testing Laboratories established by the Federal Bureau of Investigation (FBI).

POSITION CONTROL

The incumbent reports to the Director, who broadly defines mission, objectives, interprets policy promulgated and determines their effect on program needs; and collaborates with the Deputy Director on complex administrative and policy matters pertinent to DNA forensics and other scientific initiatives. Independent judgment is exercised in the planning and conducting daily operational and administrative tasks, special projects, and other work designed to facilitate and support the department's DNA program, goals and objectives.

Guidelines include policies and procedures of DFS; governing laws and regulations of the District and Federal government, Mayor's Orders, instructions, and the Deputy Mayor's policy and priorities. Relevant legislation and standards include documents and resources from International Operations Standards (ISO), American Society of Crime Laboratory Directors-Laboratory Accreditation Board Standards (ASCLD-LAB), Forensic Quality Services (FQS), ASTM International Inc. (ASTM), American Association for Laboratory Accreditation (A2LA), Clinical Laboratory Improvement Amendments (CLIA), Centers for Disease Control (CDC), National Institute of Standards and Technology (NIST), forensic community working groups, international standards relevant to forensic science, and others. Sound judgment is exercised when selecting, interpreting, or adapting available standards and guidelines to specific issues or subjects. Many situations are not covered by the guidelines, and therefore, require interpretation and adaptation.

DUTIES AND RESPONSIBILITIES

Ensures methodologies and procedures used are in compliance with established standards; and is also responsible program operations, casework management, program coordination, grant administration, oversight of day-to-day quality assurance and accreditation compliance activities.

Oversees DNA operations, evaluates existing scientific methods and propose and implement new analytical procedures; and manages the laboratory quality system to ensure compliance with requirements of the quality system and all associated quality standards pertaining to ASCLD/LAB-International 17025-based accreditation status.

Searches for and write grant applicants for acquisition of funding where appropriate; and serves as administrator for grants received and all purchases and reporting and expenditure.

Prepares written scientific examination reports using symbols in order to represent laboratory results. Inspects and evaluates equipment, objects, information and work related conditions to determine compliance with prescribed operating and safety standards, regulations, and guidelines including manufacturer's specifications on computerized scientific equipment and national laboratory accreditation examinations.

Conducts research and analyzes data to perform scientific examinations; and develops laboratory analytical procedures; and interprets graphs, charts, and mathematical formulas to check scientific reports.

Seeks grant opportunities and writes grant applications for acquisition of funding where appropriate and acts as grant administrator for grants received and all purchases and reporting of expenditures.

Evaluates and documents approval of all validation and methods used by the organization. Develops scientific programs, applied research projects, and oversees technical operations of the laboratory.

Lectures, monitors, coaches, and trains lab staff as well as investigators, attorneys and other employees/scientists; performs technical and administrative reviews of cases; provides scientific consultations; completes advance research; oversees and performs Biology/DNA analyses on physical evidence; interprets test results and develops conclusions; and prepares reports. Also, review and approve training competencies, proficiency and quality assurance programs used by the Laboratory.

Assists in developing scientific programs, and have oversight of technical issues on current cases, and of all laboratory activities; and participates in courses, symposiums, workshops, and conferences on matters related to forensic science as well as serology, DNA typing, and molecular biology.

Collaborates with the Deputy Director of Quality Assurance for review and application of all quality assurance guidelines and procedure.

Serves as an expert witness in court to testifying on findings of tests.

OTHER SIGNIFICANT FACTS

Mastery knowledge of DNA/forensic laboratory accreditation, standards, and guidelines; extensive knowledge of the tools necessary to evaluate forensic quality processes; and the ability to establish new standards and assists with identifying training needs and resource requirements for the agency.

Mastery knowledge of, and skill in applying analytical and evaluative methods and techniques to conduct in-depth research of operational/program issues; to review and analyze complex reports; to develop necessary plans; and to prepare clear, in-depth reports of studies and recommendations.

Expert knowledge of quality assurance and quality improvement methods and techniques; and knowledge of public health accreditation standards and quality processing methods that are crucial as well as beneficial to the quality assurance program.

Expert knowledge of DNA/forensic science policies, procedures and practices sufficient to effectively provide guidance and assistance in the direction of a cohesive quality assurance program.

Excellent communication skills both orally and in writing with top management officials, representatives of cluster agencies, federal government and private sector officials; skill in articulating concerns and positions on sensitive and complex issues, both orally and in writing; and ability to listen to, work with, and elicit cooperation among and from others.

Ability to develop methods of laboratory experimentation, and to apply knowledge of scientific theory; and demonstrated ability to oversee and coordinate short, medium, and long-range operational activities of an operational forensic and public health laboratory.

Demonstrated expertise in exercising tact, diplomacy, discretion, originality and persuasive techniques to develop, present and explain controversial facts, views and options to high level government officials.

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

Demonstrated experience and ability to provide leadership in a supervisory capacity.

Must have twelve (12) semester (or equivalent) hours from a combination of undergraduate or graduate course work in biochemistry, genetics, and molecular biology of which three (3) semester or credit hours must have been at the graduate level; and course work and/or training in statistics and/or population genetics as it applies to forensic DNA analysis, as required by the FBI Quality Assurance Guidelines for a DNA Analyst; and meet the DNA Technical Leader requirements under the same.

Must have served as a DNA Technical Leader in an accredited Laboratory.

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.

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.