

POSITION DESCRIPTION (Please Read Instructions on the Reverse Side)				1. Agency Position No.		2. Certification No.	
3. Collective Bargaining Unit (CBU) Code: XAA		4. Employing Office Location Washington, D.C.		5. Duty Station Consolidated Forensic Lab		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 checked="" type="checkbox"/> Exempt <input 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) JC: 555094	
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		Forensic Scientist (Materials Analyst)		CS	401	12	<i>AMG</i>
c. Intermediate Authority							<i>3/3/14</i>
d. Field Office							
e. Recommended by Supervisor or Initiating Office		FS (Materials Analyst)		CS		12	
16. Organizational Title of Position (if different from official title)(optional)				17. Name of Employee (if vacant, specify)			
18. Department, Agency or Establishment Department of Forensic Sciences				e. Third Subdivision			
a. First Subdivision Forensic Science Laboratory				d. Fourth Subdivision			
b. Second Subdivision				e. 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				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Dr. Jason C. Kolowski, Director, FS Laboratory			
Signature		Date		Signature		Date	
				<i>Jason C. Kolowski</i>		<i>2/25/14</i>	
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 Teresa M. Eubanks, HR Specialist				22. Standards Used In Classifying/Grading Position IFS for Professional Work in the Natural Resources Mgmt. & Biologist Sciences Group 400			
Signature		Date		Signature		Date	
<i>Teresa M. Eubanks</i>		<i>3/3/14</i>					
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)							
b. Supervisor							
c. Classifier							
24. Remarks (optional) PROMOTION POTENTIAL TO CS-13 CAREER LADDER PROGRESSION IS CS-09/11/12/13							
25. Description of Major Duties and Responsibilities (see attachment)							

FORENSIC SCIENTIST (MATERIALS ANALYST)
CS-401-12

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

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

Works with the team leader and/or supervisor and occasionally with the Deputy Director of Quality Assurance and other management personnel to ensure accreditation standards are met.

Works collaboratively with investigators and other members of the justice system to analyze and interpret evidence, and other information to develop information necessary to meet the objectives of the forensic investigation.

Effectively reports findings and conducts advanced and highly specialized forensic examinations using validated tools and techniques.

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

Operates, troubleshoots and performs minor repairs and preventive maintenance on laboratory equipment.

Identifies new and/or revises methods for performing examinations or determine the effectiveness of current analytical methods.

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

May be required to review other examiners' data and reports using technical, document and/or administrative review protocols.

Prepares evidence for presentation in court; meet with attorneys, investigators or other law enforcement personnel regarding the interpretation of examinations conducted.

Testifies in court as an expert witness in connection to the evidence analyzed; studies new techniques and procedures in scientific analysis, collection, and processing; participates in a structured training program; demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

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

Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Advanced knowledge of the principles of chemistry, physics, biology, physiology, and mathematics/statistics as they relate to forensic science and to analytical laboratory work.

Advanced knowledge of and skill in applying Materials Analysis principles, techniques, methods, theories, concepts, practices, and standards; and ability to apply Federal, state and local laws, codes and regulations pertaining to forensic science and data management.

Skill and ability that is sufficient to establish and monitor quality control in the Materials Analysis Unit as well as an in-depth knowledge of the principles, techniques, and instruments to determine quality control measures needed to control samples, to respond to proficiency testing programs and to establish and maintain copious record keeping systems.

Thorough knowledge of forensic laboratory accreditation, standards, and guidelines; and of the tools necessary to evaluate the evidence and the ability to assists with developing new standards and with identifying training needs and resource requirements for the organization.

Advanced 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.

Research skills, interpretation, and application of a broad range of qualitative and quantitative data using a variety of diverse methods.

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

Ability to keep up-to-date of current literature and sources of information in the field of forensics for analytical methods, including but not limited to all forms of microscopy, chemical analysis, and instrumental analysis of a wide range of evidence.

Advanced knowledge of evidence collection, preservation and chain of custody laws, rules, policies and procedures to ensure evidence integrity, and expertise of safety practices and procedures as they apply to analyses in the laboratory; and knowledge of the rules of evidence and methods used in presenting evidence in court.

Ability to work well both independently and as part of a professional management team in a multi-cultural workplace and interpersonal skills is required to work effectively with a diverse staff, external agencies, and the public; and the ability to work safely without presenting a threat to self and others is essential.

Ability to modify or adapt standard processes and procedures, assesses, selects, and applies remedies suited to the assigned problem or situation; and assesses the environmental impact of various practices.

Excellent oral and written communications skills sufficient to prepare and present pertinent information and research involving complex workforce development policies and initiatives, and to effectively represent the agency at conferences, meetings and consultations with agency managers, employee groups, and special interest groups concerning program objectives and issues and public relations; and ability research complex forensic examinations.

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, particularly laboratory information management systems (LIMS), inventory control, and spectral analysis software.

Ability to testify effectively in court as an expert witness in legal proceedings.

SUPERVISORY CONTROLS

Works under the Forensic Scientist Supervisor (Materials Analysis), who provides administrative direction in terms of techniques, desired results, changes in regulatory constraints and, or methods and procedures that may apply to complex situations. Determines the validity of test methods and results and recommends acceptance or rejection of evidence items. Consults with supervisor on unusual technical problems, best practices, and keeps the supervisor apprised of any controversial issues.

Completed assignments are reviewed for conformance to guidelines, deadlines, and expected results and adherence to 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.

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.

COMPLEXITY

Adaptability and flexibility is required in order to adhere to protocols is essential; develops and validates criteria for testing parameters with new methods and equipment as well as training team members to perform the same. Maintains quality control measures and prepares detailed documentation of test results. Provides appropriate leadership in the application of procedures; and identifies problems and anticipates discrepancies in the results. The work requires assessing, evaluating, modifying and adapting various methods to satisfy requirements and to arrive at sound conclusions.

Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements.

SCOPE AND EFFECT

The work involves performing and leading a team in isolating and defining unknown conditions, resolving critical problems, or developing new theories, technical adequacy, and effectiveness of submitted evidence. Conducts 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 the tests; and identifying problems that may alter the materials; 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 in materials evidence. 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.

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.