



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FORENSIC LABORATORY MANAGER

Job Number: 20000949

Job Code: 40700V000101

Job Group: 4000 - HEALTH SCIENCE AND LABORATORY

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 19	Salary (MIN - MID):	Special Entrance Rate:
	\$29,106-\$38,559 - Hourly	NONE
	\$4,729.74-\$6,265.84 - 37.5 Hr. Monthly Salary	NONE
	\$5,045.04-\$6,683.56 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages staff and all laboratory operational and/or administrative functions in a forensic science laboratory; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in chemistry, forensic science, biology, microbiology, biochemistry, medical technology, engineering, mathematics or a closely related field.

EXPERIENCE:

Must have seven years of professional laboratory experience performing work in a specialty area of forensic science. One year of this experience must have been in a supervisory capacity in a forensic laboratory.

Substitute EDUCATION for EXPERIENCE:

Master's degree in chemistry, forensic science, biology, microbiology, biochemistry, medical technology, engineering, mathematics or a closely related field will substitute for one year of experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and coordinates the day to day work of the forensic laboratory system as set by internal policy or as directed by supervisors. Ensures development of staff by establishing training expectations and conducting employee performance evaluations. Assists with the revision of department policy manuals and training materials. Addresses agency procedures and develops methods for solving problems. Performs functions of laboratory operational, budget and fiscal planning. Oversees and recommends division budget, grant purchases and the purchase of laboratory equipment and supplies. Operates in compliance with departmental and Finance Cabinet purchasing requirements. Interviews prospective employees, confers with current employees on work-related problems, assesses training needs and makes recommendations or provides on-the-job training. Conducts staff meetings to interpret policies and procedures and to obtain and disseminate information. Defines and evaluates laboratory procedures, program goals, objectives, and problem areas. Coordinates and oversees procedures to promote the standardization and increased efficiency of the laboratory system. Supervises management information systems used in the scientific reporting and tracking of: laboratory results and data, evidence, inventory, purchasing, statistical reports, budgeting, and utilization of equipment and personnel. Prepares and presents specialized reports and projects related to the laboratory. Qualifies as "expert witness" in one or more areas of the forensic sciences. Presents expert testimony in local, state and federal courts on a continuing basis. Trains law enforcement personnel. Coordinates and provides information and testimony concerning departmental forensic activities for the agency, legislative inquiries and other entities. Develops and maintains working relationship with local, state and federal officials to coordinate laboratory activities at specific laboratory branch or statewide. Presence may be required at crime scenes to assist with evidence gathering and processing.

UNIQUE PHYSICAL REQUIREMENTS:

The work requires standing for long periods of time and possibly assisting in lifting dead bodies.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents in this classification will typically perform their job duties in a forensic laboratory setting. May have some contact with contagious diseases and/or body fluids. Regular handling of sharp surgical instruments. Regular exposure to noxious odors, chemicals substances and biohazardous compounds.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.