



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 645.9

Job Title: **CRIME LABORATORY MANAGER**

Pay Grade: 29

### **GENERAL SUMMARY:**

Directs a section and performs complex, professional technical work in coordinating, collecting and analyzing evidence in the Crime Laboratory. Manages, coordinates and administers programs, policies and procedures.

### **RESPONSIBILITIES:**

- Manages and monitors Criminalists and technical personnel, work assignments and job performance.
- Trains and develops Criminalists, Laboratory Technicians and support personnel.
- Develops and revises standard operating procedures, goals and objectives, techniques, policies and reports.
- Prepares monthly operational reports on assigned program.
- Coordinates the preparation, implementation and monitoring of the budget and expenditures.
- Performs complex analysis of suspected controlled substances and other evidence such as glass, explosives, firearms, hair, paint, handwriting and physiological stains and fluids.
- Manages and negotiates procurement terms and conditions with potential vendors.
- Testifies as an expert witness regarding the scientific conclusions obtained from analysis.
- Provides technical advice, consultation and support to Houston Police Department personnel, the District Attorney's Office and other law enforcement agencies.
- Advises staff of new developments in Forensic Science.
- Researches and develops new procedures and methods of analysis.
- Writes grant proposals, and implements and monitors grant related programs.
- Assumes the responsibilities for the laboratory operations during the absence of the Assistant Director.
- Manages and participates in projects as assigned by the Assistant Director.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline.

#### **ANALYTICAL CHEMIST**

Bachelor's degree in Chemistry, Criminalistics, Biology, Physics or a closely related field with a minimum of 30 hours of Chemistry.

## **SPECIFICATIONS: (continued)**

### **SEROLOGIST**

Bachelor's degree in Biology, Molecular Biology, Biochemistry, Genetics or a closely related field. Must have successfully completed courses in biochemistry, genetics, molecular biology or other subjects providing a basic understanding of forensic DNA analysis, as well as courses or training in statistics and population genetics as it applies to forensic DNA analysis.

### **FIREARMS EXAMINER**

Bachelor's degree in a physical science or a closely related field.

### **CERTIFICATION:**

Prefer a professional certification pertinent to the work being performed from an organization recognized by the Houston Police Department.

### **EXPERIENCE:**

Five years of experience in a forensic laboratory as a criminalist are required.

### **COMPLEXITY:**

Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited to general supervision. The incumbent at times works from broad goals and policies. The supervisor generally plays a substantial role in setting objectives and organizing work.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Criminalist Specialists or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

May involve supervision and evaluation of work as a Manager or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Criminalists, Criminalist Specialists, Supervisors, other Managers and the Assistant Director. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **PHYSICAL EFFORT:**

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

### **WORK ENVIRONMENT:**

There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

**SPECIFICATIONS: (continued)**

**PHYSICAL SKILL:**

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

**MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

**JOB FAMILY:**

- Criminalist
- Criminalist Specialist
- Crime Laboratory Manager

*Effective: June 2006*