



**BROWARD COUNTY SHERIFF'S OFFICE**  
invites applications for the position of:

## **Crime Lab Unit Manager (Forensic Biology/DNA)**

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**SALARY:** \$68,748.85 - \$111,985.37 Annually

**OPENING DATE:** 09/04/17

**CLOSING DATE:** 11/03/17 04:30 PM

### **MINIMUM REQUIREMENTS:**

1. Bachelor's degree from an accredited college or university with major course work in the natural or physical sciences, forensic science, criminology or a closely related field; **Master's degree preferred.**
2. Successful completion of coursework in Molecular Biology, Biochemistry, Genetics, and Statistics per the FBI Quality Assurance Standards (QAS), or NIST equivalent.
3. Seven (7) years of progressively skilled journey level experience in forensic science including DNA analysis and forensic biology.
4. Demonstrated experience involving the examination of forensic evidence for the indication or presence of biological materials including blood and semen. DNA analysis involves the extraction, quantitation, analysis and interpretation of forensic DNA samples isolated from materials listed herein.
5. Previous personnel management experience preferred to include performance evaluations, interviewing, hiring, counseling, instructing, and leave scheduling.
6. An equivalent combination of education, training, and experience may be considered. **Such experience must be clearly documented for consideration.**

### **Special Requirements**

- **Unofficial college transcripts are required at the time of application and must be attached to your on-line application by 4:30 PM on the closing date.**
- Must possess and maintain certification by the governing board of the forensic discipline, e.g. American Board of Criminalistics (ABC).
- Certified as an ASCLD/LAB-*International* Technical Assessor, or equivalent as determined by the Crime Lab Director.

### **NATURE OF WORK:**

Under administrative direction, the purpose of the position is to manage the technical operations within the Crime Lab of the Broward Sheriff's Office. Position is responsible for the implementation, maintenance and improvements of policies and procedures within their perspective units. Position oversees the validation of new analytical procedures, training, quality control and safety programs within the lab. As an American Society of Crime Laboratory Directors – Laboratory Accreditation Board (ASCLD/LAB - *International*) accredited laboratory, employees must adhere to accreditation standards encompassing extensive case documentation, validation of procedures, technical and administrative review of reports and case notes. Employees in this classification are required to manage and participate in proficiency testing, courtroom testimony monitoring, continued technical training, quality audits, and accreditation inspections by ASCLD/LAB – *International* or other accrediting bodies. Employees perform specialized technical and scientific work in the application of advanced laboratory techniques in one (1) or more assigned areas of analysis under the supervision of the Crime Lab Director. Position is responsible for formal reporting and testifying to findings of such analysis. Performs related work as directed.

### **ESSENTIAL FUNCTIONS/PHYSICAL REQUIREMENTS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.

The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Provides management, direction and guidance to assigned personnel in a specified unit of assignment to include but not limited to: DNA analysis, forensic chemistry, latent print examination, firearm and tool mark examination and/or shoe and tire examination.

Oversees and provides technical direction and guidance to assigned personnel in the development, execution, and maintenance of the standards and policies of laboratory programs, ASCLD/LAB accreditation, quality assurance, proficiency testing, courtroom testimony monitoring, auditing, and safety to ensure compliance with accreditation requirements, generally accepted scientific practices and regulatory standards.

Prioritizes and assigns responsibilities and duties to unit personnel in various types of analysis, according to the specialized unit of assignment.

Oversees and provides training to unit personnel in techniques, procedures, methodologies, and unit policies and standards.

Oversees and reviews work performed by personnel under charge to verify adherence to unit procedures and regulatory standards.

Conducts preliminary testing and preparation of evidence for analysis in one or more assigned areas including but not limited to the following: DNA analysis, forensic chemistry, latent print examination, firearm and tool mark examination and/or shoe and tire examination.

Oversees the preparation of reagents, solutions, and unit equipment for testing and analytical tasks.

Examines materials collected for adherence to established regulatory procedures concerning collection and identification of chemical and evidentiary samples.

Conducts laboratory examinations utilizing procedures applicable to the analytical task(s) assigned, i.e., DNA analysis, forensic chemistry, latent print examination, firearm and tool mark examination and/or shoe and tire examination.

Isolates, collects, and analyzes materials and evidence derived from both natural and synthetic sources at macroscopic and microscopic levels as applicable.

Generates data from laboratory examination and testing; reviews such for determining findings; compiles such for reporting purposes and judicial process as applicable.

Testifies to analytical results in depositions and court; acts as liaison with other law enforcement agencies, judicial entities, governmental agencies and other entities requiring departmental data.

Oversees and/or performs validations, routine maintenance and troubleshooting of specialized unit equipment, to include calibration and sterilization procedures.

Maintains current knowledge of trends and developments in the field through training, workshops, seminars, science periodicals, and other information sources; participates in annual proficiency examinations.

Performs personnel management duties, i.e., performance evaluations, interviewing, hiring, counseling, instructing, and leave scheduling.

Maintains overall responsibility for the successful completion of assigned duties delegated to subordinate personnel.

Analyzes reports prepared and submitted by subordinates for accuracy, completeness, essential elements, fundamental soundness and substantiation of action(s) taken.

Maintains appropriate staffing levels, time accountability and employee skill sets for the shift, through insightful and predictive scheduling of subordinate personnel.

Defends the operational policies of their unit in State and Federal court systems.

May act in the Director's absence as directed.

## **ADDITIONAL FUNCTIONS**

**Depending on functional area of assignment duties and responsibilities may include:**

**Forensic Biology/DNA** – Involves the examination of forensic evidence for the indication or presence of biological materials including blood and semen. DNA analysis involves the extraction, quantitation, analysis and interpretation of forensic DNA samples isolated from materials listed herein.

Performs related duties as directed.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 25 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks are performed in a laboratory/forensics analysis environment where proper provisions are in place in terms of employee security and protection. Due to the nature and location of the work environment, tasks include potential for intermittent exposure to disagreeable elements consistent with routine conditions in a laboratory/forensics analysis environment, e.g., toxic agents, pathogens, chemicals, organic/inorganic agents. Directly supervises one or more individuals that spend at least 65% of time performing duties that involve the collection, examination, preservation, documentation, preparation, or analysis of human tissues or fluids or physical evidence having potential biological, chemical, or radiological hazard or contamination, or use chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of evidence..

Broward Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Broward Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **RECRUITMENT INFORMATION:**

Applicants who qualify will be subject to an extensive selection process and screening program, which may include, but not be limited to evaluation of training and experience; written test; computer based test; interview; polygraph examination; psychological evaluation; employment record, fingerprint and background check; medical examination; and drug screen. The expected duration of the selection process varies by position and could last 10 to 12 weeks. Reapplication will be determined on a case-by-case basis.

BSO is an equal opportunity employer and does not discriminate on the basis of age, citizenship status, color, disability, marital status, national origin, race, religion, sex, or sexual orientation. Veterans' preference per Florida law.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.sheriff.org>

Position #17523A  
CRIME LAB UNIT MANAGER (FORENSIC BIOLOGY/DNA)  
MB

2601 West Broward Blvd.  
Ft. Lauderdale, FL 33312  
(954) 321-4400

[hr\\_online@sheriff.org](mailto:hr_online@sheriff.org)

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## **Crime Lab Unit Manager (Forensic Biology/DNA) Supplemental Questionnaire**

- \* 1. Do you possess a Bachelor's degree from an accredited college or university with major course work in the natural or physical sciences, forensic science, criminology or a closely related field?  
 Yes    No
  
- \* 2. Do you possess a Master's degree from an accredited college or university with major course work in the natural or physical sciences, forensic science, criminology or a closely related field?  
 Yes    No

- \* 3. Have you successfully completed college coursework in Molecular Biology, Biochemistry, Genetics, and Statistics per the FBI Quality Assurance Standards (QAS), or NIST equivalent?  
 Yes    No
  
- \* 4. Do you possess seven (7) years of progressively skilled journey level experience in forensic science including DNA analysis and forensic biology?  
 Yes    No
  
- \* 5. Do you possess experience involving the examination of forensic evidence for the indication or presence of biological materials including blood and semen? DNA analysis involves the extraction, quantitation, analysis and interpretation of forensic DNA samples isolated from materials listed herein.  
 Yes    No
  
- \* 6. Do you possess certification(s) by the governing board of the forensic discipline?  
 Yes    No
  
- \* 7. Are you certified as an ASCLD/LAB-International Technical Assessor or equivalent?  
 Yes    No
  
- \* Required Question