



Office of Human Resources  
Forensic Manager - CE3266  
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### General Statement of Duties

Manages personnel, functional and/or operational units(s) of the Crime Laboratory that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. Supervises Forensic Scientist Supervisors and/or Criminalist Supervisors.

### Distinguishing Characteristics

There are three management and supervisor classes utilized within the Forensics and Evidence Division (Forensic Director, Forensic Manager and Forensic Scientist Supervisor or Criminalist Supervisor). A Forensic Manager oversees laboratory units within the Forensics and Evidence Division and is responsible for supervising first line Forensic Supervisors, Criminalist Supervisors and/or individual contributors.

The Forensic Manager is distinguished from the Forensic Director, which manages a division or small agency and is generally responsible for supervising Forensic Managers, Supervisors, and individual contributors. A Forensic Director is operationally, functionally, and/or strategically focused with primary emphasis on operations.

The Forensic Manager is distinguished from the Forensic Supervisors and Criminalist Supervisors who are responsible for tactical, day-to-day responsibilities of a work unit and who supervise individual contributors.

### Level of Supervision Exercised

Manages a unit(s) within the Forensics and Evidence division by supervising Forensic Supervisors, Criminalist Supervisors, and/or individual contributors.

### Essential Duties

Manages functional and/or operational unit(s) within a division. Represents the unit's positions, initiatives and interests with a focus on the delivery of superior customer service; ensures staff is sufficiently knowledgeable and dynamic regarding customer service protocols and performance expectations.

Assists with the implementation and evaluation of division policies, programs, projects and procedures.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance.

Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Fosters an atmosphere of innovation to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

Identifies opportunities for scientific advancement and research activities to ensure continuous innovation. To ensure proper funding for research projects, identifies grant solicitations and assists with applications.

Contributes to the maintenance of laboratory ISO 17025 accreditation by monitoring case work, accuracy and completeness of quality records, and participation in all audit activities.

Oversees and participates in the development of the Division's annual budget. Determines funds required for personnel, equipment, materials and supplies. Monitors and approves expenditures and implements adjustments.

Participates in grant activities as required.

Performs advanced scientific casework and maintains qualifications in one or more forensic disciplines.

Successfully completes yearly proficiency testing and/or competency assessment.

Available for call out and response to major crime scenes. Oversee and ensure proper resources are available and monitors the quality of the processing of the scene.

May represent the Forensics and Evidence Division in departmental meetings and serves as staff liaison on a variety of boards, commissions and committees locally and abroad.

Performs other related duties as assigned.

Any one position may not include all the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Political Savvy** - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Reading** - Ability to read and understand scientific or technical literature, financial reports and/or legal documents.

**Scientific Method** - Ability to apply scientific principles to problems that require critical thinking to methods and processes such as: validation studies, research projects, evaluation of forensic results, and testimony in court.

### **Knowledge & Skills**

General knowledge of forensic disciplines practiced in the Denver Police Crime Laboratory which includes but not limited to; Chemistry, Trace Evidence, Forensic Biology, DNA Analysis, Firearms Analysis, Latent Print Examination, Forensic Imaging, Computer Forensics and Crime Scene Investigation.

### **Education Requirement**

Bachelor's Degree in Forensics, Engineering, Chemistry, Biology or related field.

**Experience Requirement**

Three (3) years of supervisory experience in the field of Forensic Science and

Five (5) years of experience as a Forensic Scientist, Forensic or Criminalist Supervisor, Criminalist, or as Quality Assurance Manager in a forensic laboratory accredited to ISO:17025 standards.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls, inquiries, and conflicts.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: E-819**

**FLSA Code: Y**

**Established Date: 4/19/2020**

**Established By: SO**

**Revised Date:**

**Revised By:**

**Class History:**