

**POSTING IS REQUIRED**

**Classification Notice No. 1344**

To: Agency Heads and Employees  
From: Christopher M.A. Lujan, Interim Director  
Date: July 6, 2011  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Forensic Laboratory Technician.**

This study is the result of a request from the Police Department's Crime Lab. They would like to add a new position to assist the Forensic Scientists in the lab with technical duties. Currently, these duties are performed by employees in the Cadet program, but due to budget constraints and unit restructuring, they would like to make this a permanent position and set the pay appropriately. This study proposes a recommendation of pay grade 617-E based on a survey of local and national law enforcement agencies.

**NEW CLASS**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CE2442	Forensic Laboratory Technician	617-E (\$39,851-\$49,008-\$58,164)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday July 21, 2011 9:00 a.m.** in the CSA Board Room, Room 4.F.6, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday July 20, 2011**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Leon Duran [leon.duran@denvergov.org](mailto:leon.duran@denvergov.org) at (720) 913-5168 no later than noon on **Tuesday July 19, 2011**.



# Career Service Authority

## Forensic Laboratory Technician

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### GENERAL STATEMENT OF CLASS DUTIES

Performs intermediate level technical work to prepare and/or analyze non-probative forensic-type samples in support of forensic research, training, and validation projects, and performs quality control or quality assurance checks on laboratory instruments and reagents to support forensic casework duties.

### DISTINGUISHING CHARACTERISTICS

This class performs intermediate level technical work to prepare and/or analyze non-probative forensic-type samples in support of forensic research, training, and validation projects, and performs quality control or quality assurance checks on laboratory instruments and reagents to support forensic casework duties. This class is distinguished from the Forensic Scientist I, who performs entry level professional forensic work while receiving on-the-job training in the methods, practices, procedures, and equipment of forensic science by applying physical sciences to the investigation of crimes and conducting scientific laboratory analyses on physical evidence.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

None

**ESSENTIAL DUTIES**

Supports forensic research, training, and validation projects by preparing and/or analyzing non-probative samples, and maintains proper documentation of work product.

Operates necessary laboratory equipment to conduct quality control checks on instruments and equipment, identifies problems, and either performs the necessary adjustments or conducts or schedules maintenance.

Monitors equipment performance within established tolerance ranges and completes regular maintenance and performance checks on laboratory equipment.

Cleans and/or sterilizes glassware and other utensils within autoclave or cross-linker. Performs proper cleaning procedures within established guidelines.

Prepares reagents utilizing defined procedures for use by forensic scientists on casework.

Performs quality control/quality assurance checks on reagents utilizing defined procedures and maintains documentation.

Stocks all areas with adequate and proper supplies and orders necessary stock.

Ensures the laboratory is clean and sterile, which may include instruments, countertops, and other laboratory fixtures.

Maintains established department policies and procedures, quality improvement, safety, environmental, and infection standards.

Attends meetings as required.

Maintains laboratory records as required, including preparing and providing discoverable case files for court.

Performs other related duties as assigned or requested.

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

***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Writing** – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

**Chemistry** – Knowledge of the concepts, principles, and theories of the composition, structure, and properties of substances and of the chemical processes and transformations including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Technology Application** – Uses machines, tools, instruments, or equipment effectively and utilizes computers and computer applications to analyze and communicate information in the appropriate format.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Research** – Knowledge of the scientific principles, methods, and processes used to conduct a systematic and objective inquiry including study design, collection, analysis, and interpretation of data, and the reporting of results.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Decision Making** – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Flexibility** – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and deals effectively with ambiguity.

**Attention of Detail** – Is thorough when performing work and conscientious about attending to detail.

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

Standing: remaining on one's feet in an upright position.  
Lifting: raising or lowering an object from one level to another.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Balancing: maintaining body equilibrium to prevent falling over.  
Stooping: bending the body by bending spine at the waist.  
Crouching: bending body downward and forward by bending legs.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Fingering: picking, pinching, or otherwise working with fingers.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Repetitive motions: making frequent movements with a part of the body.  
Lifting: raising or lowering an object up to 10 pounds.  
Field of Vision: ability to see peripherally.  
Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.

**Working Environment:**

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.  
Wet: frequent contact with water or other liquid  
Hazard: conditions where there is danger to life, body, and/or health  
Exposure to hazardous chemicals  
Exposure to hazardous anesthetic agents, bodily fluids, and wastes.  
Exposure to infection from disease-bearing specimens.  
Exposure to risk of blood borne diseases.  
Exposure to hazardous chemicals.

**Education Requirement:**

Associate's Degree in Chemistry, Biochemistry, or a related field.

**Experience Requirement:**

Two years of experience working in a lab.

**Education/Experience Equivalency:**

Additional appropriate education may be substituted for the minimum experience requirement.  
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**Licensure and/or Certification:**

None

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** XX/XX/2011

**ESTABLISHED BY:** Blair Malloy

**REVISED DATE:**

**REVISED BY:**

**CLASS HISTORY:** This is a new class.