

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## FORENSIC SCIENCE MANAGER

<b>JOB CODE: 20061</b>	<b>PAY GRADE: 25</b>	<b>PAY RANGE: \$66,744 - \$106,790</b>
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### GENERAL DESCRIPTION

Under the direct supervision of the Support Services Bureau Commander, the main focus of this position is to perform administrative, supervisory, and technical work exercising command of and/or directing the activities of the Forensic Science Section. Work is reviewed through conferences and observation of results obtained.

A member in this job classification spends at least 65 percent of their 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 uses chemicals, processes, or materials that may have carcinogenic or health-damaging properties in the analysis of such evidence, or be the direct supervisor of one or more individuals having such responsibility, in accordance with F.S. 121.0515.

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Supervises the course of action and conduct of crime scene investigations;
- Evaluates crime scenes and consults with criminal investigators to coordinate the processing activities for optimal effectiveness;
- Manages day-to-day operations of the assigned area; develops and implements administrative policies, procedures, and guidelines to ensure operational efficiency and effective administration of assigned personnel;
- Plans and recommends new systems and procedures to improve operations;
- Coordinates with other departments/sections within the agency and externally to ensure communication and service efficiencies; interprets and explains requirements, regulations, and procedures;
- Prepares, or assists in the preparation, of the annual budget, monitors status of allocated funds, and controls expenses;
- Assesses staffing needs, interviews, recruits, or assists in the recruitment and hiring of personnel;
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed;

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- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice or related field
- Five (5) years' experience in the science of crime scene investigations, forensic imaging, bloodstain interpretation, and applications of light energy with two (2) years supervisory experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the modern principles and techniques of fingerprint identification
- Knowledge of equipment, chemicals, materials and techniques used in lifting, photographing and preserving latent fingerprints
- Knowledge of the rules of evidence as they apply to fingerprints and other personal identification data
- Extensive knowledge of crime scene processing methodology
- Ability to create reports, respond to surveys, create statistical summaries, and to write and revise policies, letters memos, etc.
- Ability to identify existing or potential problems and to develop ways to resolve issues
- Working knowledge of the functions, activities, requirements, and objectives of the area assigned
- Knowledge of agency budget development and management procedures
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
- Ability to review and/or complete personnel evaluations of staff in accordance with



agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs

- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both verbally and in writing
- Organizational skills
- Time management
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 4 hours per day
- Walk up to 3 hours per day
- Drive up to 1 hour per day
- Lift up to 75 lbs.
- Frequently reach
- Occasionally bend, squat, climb, kneel, or twist