HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Forensic Laboratory Biology Technical Manager

**Job Code:** U8833
**Pay Grade:** UI
**Pay Scale:** $90,410.17-$135,615.26 Annually
**Exempt:** Yes

## OVERVIEW

Perform technical oversight of the forensic laboratory biology procedural methods. Perform biology examinations and comparisons using biology/deoxyribonucleic acid (DNA) protocols.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee the technical biology operations with authority to initiate, suspend, and resume technical operations for the area or an individual.
- Evaluate and approve all biology validations and new or modified methods.
- Review the training records for newly qualified analysts, technicians and technical reviewers and approve their qualifications prior to independent casework analysis.
- Review, verify, and approve the education and experience for newly qualified analysts and technical reviewers.
- Review internal and external DNA Audit Documents and, if applicable, approve corrective actions.
- Review, on an annual basis, all technical procedures.
- Review and approve the training, quality assurance, and proficiency testing programs.
- Perform examinations on submitted evidence according to biology/DNA protocols.
- Write reports to document findings and conclusions of cases.
- Testify as an expert witness in court regarding biology examination and comparison procedures to facilitate the court's understanding of biology/DNA evidence.
- Respond to requests for assistance to advise on biology issues.
- Brief attorney, criminal justice personnel, and judicial staff on biology findings.
- Maintain electronic/hardcopy biology files.
- Perform other related duties as required

## KNOWLEDGE & ABILITIES

- Extensive knowledge of advanced biology/DNA examination techniques.
- Extensive knowledge of the history of forensic biology.
- Considerable knowledge of biology/DNA techniques and use of section equipment and processes.
- Extensive knowledge of the FBI's Quality Assurance Standards and forensic accreditation bodies and processes.
- Ability to prioritize work.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to maintain technical expertise.

- Ability to use a computer and related software.
- Ability to handle confidential information.
- Ability to maintain work-related records and prepare reports.
- Ability to safely operate a motor vehicle.

## SKILLS

- Evidence Handling
- Laboratory Instrumentation
- Biological Sample Processing
- Performance Development
- Expert Testimony
- Laboratory Methods
- Employee Management
- Forensic Biology
- Biological Analysis
- Method Validation

## WORKING CONDITIONS

- Work within a forensic laboratory environment within a law enforcement agency.
- Work with items of evidentiary value, which may contain body fluids (e.g., blood, saliva, semen) that have been processed with chemicals that are known to be carcinogenic or toxic.
- Remain in a stationary position for extended periods of time at a keyboard or workstation and/or microscope.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May travel to various work sites using a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- Work standard business hours.
- May be required to work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- Master's degree from an accredited institution of higher education in biology, chemistry, or a forensic science-related area.
- Completion of at least 9 credit hours of coursework in biology or chemistry-related areas that provide an understanding of the foundation of DNA analysis.
- Completion of coursework covering statistics or population genetics.
- The required coursework shall include at least one graduate-level course.
- Four years of experience in forensic biology/DNA examinations including testifying as an expert witness during court trials.

## REQUIRED POST-EMPLOYMENT TESTING

- Must successfully complete the HCSO Biology Analyst Competency Examination within the first six months of assignment.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the

professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.

- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## PREFERRED QUALIFICATIONS

- Previously qualified analyst with documented mixture interpretation training.
- Completion of the FBI's DNA auditor training.
- Experience in a National DNA Index System (NDIS) participating laboratory working with the FBI's Combined DNA Index System (CODIS) software.