



DPS-FORENSIC BIOLOGIST V

CHARACTERISTICS OF WORK:

This is advanced professional work in the field of forensic sciences conducting independent Polymerase Chain Reaction/Deoxyribonucleic Acid (PCR/DNA) analyses to identify and compare physical evidence, providing technical instruction on forensic-related topics, presenting expert testimony in courts of law and consulting with law enforcement officers, attorneys, pathologists and other members of the criminal justice community. The incumbent also uploads casework profiles into CODIS; maintains yearly certification to be a CODIS user; and adheres to all FBI CODIS guidelines and regulations. Employee carries out the requirements called for in the section's Standard Operating Procedures Manual. Incumbents of this position should possess instructor certification, or be eligible for certification; have documented training in supervisory techniques; be certified or eligible for certification, to conduct independent case analyses by the Mississippi Crime Laboratory; and have demonstrated involvement in the advancement of forensic science by active participation in forensic organizations. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position. This position is located within the Bioscience Section.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Applicants in the Bioscience section must have at least a Bachelor's Degree from an accredited four year college or university in Biology, Chemistry, or a Forensic science related field. Applicant must have successfully completed college course work (graduate or undergraduate level) in biochemistry, genetics, and molecular biology (molecular genetics, recombinant DNA technology), or other subjects, as determined by the agency, which provide a basic understanding of the foundation of forensic DNA analysis, as well as course work and/or training in statistics and population genetics as it applies to forensic DNA analysis. These requirements are in accordance with and may be modified as required by the DNA Advisory Board (DAB), created through Federal Legislation (DNA Identification Act of 1994);

AND

Experience:

Ten (10) years of experience in a laboratory environment, with a minimum of six (6) months of forensic DNA laboratory experience.

Special Requirements (as determined by the employing agency):

Must have successfully completed a test of competency prior to beginning independent casework responsibilities.

Must have successfully completed proficiency tests as required by an appropriate credited agency.

Must be certified, or eligible for certification, to conduct independent professional case analyses by the Mississippi Crime Laboratory.

Must be certified, or eligible for certification, as an instructor with the Mississippi Board of Law Enforcement Officer's Standards and Training.

After certification to conduct independent case analyses is complete, must successfully pass annual CODIS certification course.

Documented training in supervisory/management skills.

Required Document:

Applicant must attach a valid copy of his/her official transcript or other evidence to verify completion of required course work.

Applicant must provide documentation of compliance with the standards issued in the 1994 DNA Identification Act federal legislation and further defined by the DNA Advisory Board (DAB).

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Forensic Biology: Applies the basic knowledge of biology in the examining and analyzing of biological evidence to aid in criminal investigations.

Is proficient in chemical, instrumental, and microscopic techniques necessary to perform the required examinations. Possesses knowledge of biological techniques necessary to perform the required examinations. Collects and analyzes biological evidence found on clothing, weapons, and other surfaces to determine details of a crime.

Technical Communication: Effectively conveys usable information through writing or speech about a specific topic to an intended audience

Serve as an expert witness and present testimony in court. Concisely and correctly answers questions and/or explains or conveys information to the public, co-workers, and other entities. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Communicates information in a courteous manner without invoking anger. Consults with law enforcement officers, attorneys, pathologists, and other members of the criminal justice community.

Analytical Instrumentation: Correctly uses and maintains instruments that are utilized in detecting, measuring, analyzing, and/or monitoring biological samples.

Operates specialized instruments such as microscopes, laboratory equipment, and DNA testing equipment. Performs maintenance on analytical instruments and verifies calibration.

Critical Thinking: Uses logic and reasoning to identify, analyze, and evaluate the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Gathers and assesses relevant information, using abstract ideas to interpret it effectively. Comes to well-reasoned conclusions and solutions, testing them against relevant criteria and standards.

Case Management: Performs a collaborative process of collection, investigation, and/or management of relevant analyses in order to report conclusions related to a criminal case.

Conducts comparisons of questioned material recovered from crime scenes. Collects items and materials for laboratory examination. Examines evidence.

Laboratory Science: Possesses proficiency in the objective and systematic study of biological specimens and the testing and analysis of such specimens in a forensic laboratory.

Gives independent, scientific opinion and defends in court. Performs laboratory examinations. Performs chemical and instrumental tests on biological specimens.

Report Writing: Documents information obtained through analysis in a clear and legible manner.

Prepares detailed reports for court presentations. Submits reports in a timely manner free of mistakes.

Training/Teaching Others: Helps others learn through formal or informal methods; assists in identifying training needs; coaches others on how to perform tasks.

Assists in training new or less experienced analysts in the technical aspects of their position. Participates in forensic training of law enforcement officers.

Method Development: Systematically applies principles, processes, and techniques in the research, development, and/or implementation of technical policies and procedures and new technology.

Assists in developing, evaluating, and implementing new technical policies and procedures. Assists in researching and implementing new technology.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Collects, identifies, classifies, and analyzes physical evidence related to criminal investigations.
2. Provides training and assistance to lower level analysts and assists with supervisory responsibilities relating to area personnel.
3. Prepares detailed reports for court presentations, consults with members of the criminal justice community, and participates in training programs and meetings relative to area of expertise.
4. Operates and maintains analytical instruments in a laboratory setting.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Examines evidence for the presence of biological materials.

Conducts comparisons between known materials and questioned materials recovered from crime scenes, suspects and victims.

Conducts examinations in PCR/DNA procedures.

Performs data entry and interaction with the DNA database Combine DNA Indexing System (CODIS).

Compiles sectional statistical data for administrative review and decisions.

Assists with supervisory duties such as management of work flow and technical review of case work.

Assists the Section Chief in developing, evaluating and implementing new technical policies and procedures.

Assists in training of new or less experienced analysts in the technical aspects of their position.

Motivates employees to improve the quality and quantity of work performed.

Participates in forensic training of law enforcement agencies.

Presents expert testimony in courts of law.

Actively participates in and attends meetings and committee activities to enhance the science.

Performs chemical, microscopic and instrumental examinations.

Coordinates proper operation and technical maintenance of analytical instrumentation.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.