



DPS-FORENSIC BIOLOGIST TRAINEE

CHARACTERISTICS OF WORK:

This is an entry level position devoted to training in the Bioscience Division. Employee carries out the requirements called for in the section's training program under supervision of the section chief. 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. Training in the section typically requires eighteen (18) months.

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).

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.

Possesses knowledge of biological techniques necessary to perform the required examinations. Assists in collecting and analyzing 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

May 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.

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

Assists in operating specialized instruments such as microscopes, laboratory equipment, and DNA testing equipment. Assists in performing 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.

Assists in gathering and assessing relevant information, using abstract ideas to interpret it effectively. Comes to well-reasoned conclusions and solutions, testing them against relevant criteria and standards.

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. Carries out the requirements called for in the section's training program.

EXAMPLES OF WORK:

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

Performing controlled practical exercises.

Performing required reading assignments.

Training in laboratory safety to include proper handling of potentially bio-hazardous materials and hazardous chemicals.

Training in the effective communication skills.

Training in the function of the crime laboratory and the overall criminal justice system.

Training in the correct and efficient use of analytical instrumentation.

Assisting in the preparations for classroom instructions.

Training in what constitutes physical evidence and its proper uses in criminal investigations.

Training in PCR/DNA laboratory design and setup.

Training in PCR/DNA procedures.

Performs data entry in the Laboratory Information Management System.

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.