



<b>Job Title</b>	<b>DNA Analyst</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>17900</b>

### Class Specification – DNA Analyst

**Summary Statement:**

The purpose of this position is to perform all aspects of forensic DNA laboratory casework on evidentiary materials, including serology, and the evaluation and preparation of evidence, DNA typing, interpretation of analytical results, and preparation of case reports and expert testimony. This is accomplished by learning and training of new trends and innovations in DNA technology; maintaining awareness of federal and local regulations; and staying informed of trends and issues in other labs within Colorado and the United States. Other duties include meeting with lab managers and the DNA technical leader to discuss possible issues and future developments to enhance the capabilities of the lab.

**Essential Functions**

Note: Regular and predictable attendance in the performance of this job is an essential function.

**Time %**  
(All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

75%

Performing serological and DNA analysis by examining forensic evidence that is submitted to the lab; preparing samples for DNA analysis; conducting scientific examination of DNA samples by biochemical and physical methods; and preparing written reports and presentations on results of testing and analysis for courtroom presentations.

15%

Performing duties as a CODIS administrator by receiving training from Federal Bureau of Investigation (FBI) on the use of the CODIS software; monitoring the data entered into CODIS; and writing hit reports and advising detectives when a hit occurs.

10%

Performing other duties by discussing cases and functions of the lab with officers, detectives, and attorneys; providing expert testimony in court proceedings utilizing scientific methods and principles and methods specifically used in DNA analysis and laboratory findings; and testifying as an expert witness in court proceedings with regard to scientific principles and methods used in DNA analysis.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading: Advanced -** Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math: Advanced -** Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing: Intermediate -** Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in biology, chemistry, forensic science, or a related field, including coursework in the areas of biochemistry, genetics, molecular biology, statistics and population genetics, or other subjects that provide an advanced knowledge of forensic DNA analysis.

**Experience:** Three years of full-time responsible experience in a laboratory performing STR forensics DNA testing for the identification and evaluation of biological evidence in criminal matters, including the successful analysis of a range of samples typically encountered in forensic casework.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.



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**Supervision Exercised:**

Job has no responsibility for the direction or supervision of others.

**Supervision Received:**

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Several times a week
Noise and Vibrations	Several times a month
Physical Hazards	Several times a month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Continuously

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, ALS, genetic analyzers, PC 3130, Real-Time PCR system, Maxwell 16 robot, pipettes, and thermal cyclers.

**Specialized Computer Equipment and Software:** Microsoft Office, CODIS computer/software, QPCR software, Popstats, Genemapper, and instrument data collection software.



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*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014