



<b>Job Title</b>	<b>DNA Technical Leader</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>7</b>	<b>Job Code</b>	<b>17910</b>

**Class Specification - DNA Technical Leader**

<b>Summary Statement:</b>	
<p>The purpose of this position is to perform all aspects of forensic DNA laboratory casework on evidentiary materials, including evaluation and preparation of evidence, DNA typing, interpretation of analytical results, preparation of case reports, and expert testimony. Serve as second reader of DNA results. This is accomplished by continued education and training, and staying current of new trends and innovations in DNA technology. Maintaining awareness of federal, state, and local regulations. Staying informed of trends and issues in other labs within Colorado and the United States. Meeting with the lab manager and DNA analyst to discuss possible issues and future plans to enhance the capabilities of the lab. Other duties include alternate CODIS administrator duties.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (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%	Provides serological and DNA analyses by conducting forensic examination; conducting scientific examinations by biochemical and physical methods; interpreting analytical results of DNA testing; preparing written reports and presentations on results of testing and analysis; and effectively communicating results to investigators, attorneys, judges, and juries in written and verbal form.
15%	Performs duties as a technical lead by overseeing the quality assurance program of the DNA unit; requirements of NDIS accreditation, requirements of International Standard ISO 17025:2005, and coordinates training and continuing education.
10%	Performs other duties by discussing cases and functions of the lab with officers, detectives, and attorneys; providing expert testimony in court proceedings; and giving tours of the lab when requested.



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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:** Advanced- Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**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:** A Master's degree from an accredited college or university with major coursework in biology, chemistry or forensic science related field, and at least twelve semester hours or equivalent credit hours including a combination of graduate and undergraduate course work or classes covering the subject areas of biochemistry, genetics, molecular biology, and statistics and/or population genetics. At least one graduate level class registering three or more semester or equivalent credit hours must be included in those twelve hours.

**Experience:** Three years of full-time responsible forensic DNA laboratory experience at an NDIS participating forensic DNA laboratory, successful completion of the FBI's DNA Auditor training. Experience as a CODIS administrator with FBI sponsored CODIS training.



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**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.

**Supervision Exercised:**  
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**  
 Receives Limited Direction: This job title 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 per Week
Noise and Vibrations	Several Times per Month
Physical Hazards	Several Times per Month
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Continuously



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**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, genetic analyzer, Real-Time PCR system, Maxwell 16 robot, pippettes, thermal cyclers.

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

*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