

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Forensic Scientist E6		<b>Class Code:</b> 00EIB6
	<b>FLSA Status:</b> Non-Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 9-19-13
	<b>Summary:</b> This position serves as the Analytical Lab Supervisor. The position reports to agency director and is responsible for managing the overall operations of the laboratory, including lab accreditation and quality assurance.		

**Duties:**

- Manage the overall operations of the forensic toxicology laboratory including testing functions and procedures as well as introduction of new technology and processes;
- Assist in establishing priorities, goals and objectives necessary to accomplish the mission of the laboratory;
- Perform administrative functions as necessary to maintain laboratory services;
- Review and maintain lab documentation, policies and procedures;
- Conduct administrative review for all tests, approve changes in procedures and establish new policies as needs change due to legal interpretations;
- Prepare recommendations with justification and specifications for the purchase of equipment and supplies;
- Serve as agency quality assurance lead, establishing quality standards and ensuring such standards are met by lab staff in the performance of duties;
- Prepare laboratory statistical data;
- Schedule routine service for standard laboratory items such as carrier gases, laboratory coats etc.;
- Ensure the maintenance of appropriate resource material within the lab;
- Ensure all procedures are followed according to standard operating procedures. As new instruments and tests are introduced, ensure that generation, evaluation and documentation for new standard operating procedures are in place;
- Supervise scientific lab staff, including performance management, scheduling etc.
- Participate in the formulation of budget requests;
- Provide guidance and direct supervision in drafting of suitable standard operating procedures governing laboratory processes and policies and assist in the implementation thereof;
- Develop recruitment plans to ensure that qualified personnel are being hired and trained;
- Identify training needs, coordinate, develop and/or administer training programs for scientific staff;
- Attends seminars and training courses related to the work in the lab;
- Performs related duties as required.

**Job Requirements:**

- Qualified candidates must possess at least a Bachelor's degree in chemistry, forensic science, or biology, with a concentration in chemistry or toxicology. Masters degree or higher in Toxicology or a related scientific field is strongly preferred.
- Broad knowledge of each laboratory discipline;
- Broad knowledge of the theory and practical operation of relevant scientific instrumentation and analytical techniques of forensic analysis;
- Thorough knowledge of and ability to interpret and apply state and federal laws, rules and regulations specifically those applying to area of specialization;
- Thorough knowledge of and ability to apply all requirements established by governing bodies;
- Ability to analyze complex problems and make sound resolutions of problems;
- Ability to maintain effective working relationships with federal and state agencies, local law enforcement agencies and others in the legal community;
- Ability to anticipate problems that would create barriers to achieving goals and initiate corrective action;

- Ability to establish priorities, set deadlines and manage multiple tasks;
- Ability to testify as an expert witness or keeper of the records in an objective and professional manner;
- Ability to coordinate and supervise the work of both professional and support staff.
- Ability to communicate effectively verbally and in writing;
- Presentational skills with ability to persuade.

**Difficulty of Work:**

Work is broad in scope and is commonly new and unprecedented in nature where study and consideration of multiple alternative solutions and analysis of their impact upon the agency's policies and programs is required. Guidelines are obscure, or non-existent in some cases, therefore creativity and ingenuity are needed to develop, or lead in the development of, new approaches to deal with previously unsolved or novel problems.

**Responsibility:**

Incumbent makes a major contribution to the agency and to state government as a whole. Incumbent may recommend changes in an existing policy(s) affecting drug and alcohol laws for the State of Indiana which will affect all local law enforcement agencies as well. Assignments and review of work are based on general objectives and overall impact on the agency's mission.

**Personal Work Relationships:**

Incumbent has frequent contact with representatives of the Governor's office, agency staff, attorneys, peers and lab staff in other states, other state employees and the general public providing counsel and making decisions of high impact, normally in controversial situations.