

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code: 103550
Grade: 27
FLSA: E**

LABORATORY SUPERVISOR

DEFINITION OF CLASS:

This is first level supervisory work overseeing a unit or functional area (such as Biology, Chemistry, Latent Prints/Firearms, or Crime Scene) within the Police Department's Crime Laboratory Section. The Laboratory Supervisor manages the day-to-day operations of the unit and directly supervises employees. The Laboratory Supervisor sets laboratory protocols, screens and evaluates cases, prioritizes and assigns work; and works with Technical Leaders in the various units to ensure compliance with quality control, manual protocol and accreditation standards.

MAJOR DUTIES:

An employee in this class utilizes knowledge of laboratory work, principles, techniques, functions, regulations and procedures in planning, organizing, directing and evaluating Laboratory work in Biology, Chemistry and Firearms Examination units. Assignments may also require knowledge skill in using computer and automated technology. The employee independently plans and carries out all aspects of program development, implementation and evaluation advising higher level management of program status and achievements as well as potentially controversial matters or far reaching implications of decisions rendered. Completed work is reviewed in terms of the Laboratory effectiveness in meeting stated goals and objectives. Guidelines are generally available, however are provided in general terms requiring the employee to interpret administrative policies and precedents in developing guidelines that specifically cover the substantive technical or operational aspects of the Crime Laboratory. The employee devises new approaches, methods or procedures for use by subordinate employees carrying out Crime Laboratory activities.

Some of the work may involve a variety of substantive issues and unique, complex problems requiring the analysis of unusual circumstances or interpretation of incomplete or contradictory data and the identification of various alternative solutions or approaches. Decisions include determining Crime Laboratory needs, establishing priorities of case analysis, subordinate's performance evaluations and establishment of standardized Laboratory protocols, safety procedures and general operations. Work output affects a wide range of Crime Laboratory services or activities including entitlement to Federal, State, or intergovernmental funds and implementation of Federal and State regulations. The work is primarily sedentary, performed in an office setting and presents no significant hazards. The employee exercises supervisory responsibilities over assigned employees; interviews and selects applicants for vacant positions; assigns work to staff; ensures prompt delivery of assistance and services and balanced distribution of workload; furnishes instructions and ensure that completed work complies with policies, practices and procedures; conducts employee performance appraisals; counsels employees; approves leave; initiates disciplinary action; and resolves informal complaints and grievances.

EXAMPLES OF DUTIES: (Illustrative Only)

- Plan, assign, schedule, and evaluate work of employees involved in laboratory work in Biology, Chemistry and Firearms Examination units.

- Receive, review and evaluate all requests for laboratory examinations to determine priority and functionality.
- Monitor case work of activity and reprioritize if needed.
- Attend case meetings with investigators to determine resources needed.
- Author and monitor grants for equipment and training.
- Provide statistical analyses and quarterly progress reports.
- Schedule and track mandatory continuing education as required by accreditation.
- Ensure competency and proficiency testing and annual training standards are met.
- Ensure accreditation standards are met and laboratories policies and protocols are standardized and followed. Document and remediate any system failures or breach of protocol.
- Oversee subpoenas and court discovery requests to ensure conformity in releasing information. Work with the State's Attorney's Office to develop protocol and policies.
- Monitor casework statistics and provide monthly report for Biology, Chemistry, and Firearms Examinations.
- May perform procurement and contract administration functions for the unit.
- Performs related duties as required.

SUPERVISORY CONTROLS:

The Laboratory Supervisor role covers situations in which workers, who have responsibility for the work independently determine and carry out all necessary steps to complete assignments subject to available resources and agreed-upon deadlines. The employee is expected to plan out work efforts, identify potential problems, resolve problems, coordinate with others outside the work unit, and determine the methods, procedures or approaches to be used.

SUPERVISION EXERCISED: Employees in this classification may lead lower-level positions.

GUIDELINES:

Guides surrounding this class are normally available, however they may not be completely applicable to the work performed. The Laboratory Supervisor performs work according to several different procedures and guides, which must be known (or referenced). The employee selects and applies the appropriate law, rule, regulation, policy and procedure or method to varying situations or cases encountered in the work. Procedures and guidelines for completing the work have been established and are available due to the nature of the work performed. There may be instances where procedures need to be modified, or new approaches may be applicable depended upon the forensics evidence.

COMPLEXITY:

The complexity of this work covers varied duties involving a wide range of processes. Decisions pertaining to what needs to occur includes the assessment of unusual circumstances and variation in approaches and incomplete or conflicting data that consists of analysis and assessments.

SCOPE AND EFFECT:

The scope of work involves establishing criteria, formulating projects and assessing program effectiveness to ensure that programs, functions and services achieve the desired objectives of the Crime Lab.

CONTACTS:

Contacts are with Laboratory management such as the Laboratory Director and Manager, Police Detectives, Scientists, Crime Specialists, States Attorneys and outside laboratories. This class of work may entail some public service/assistance but it is incidental to the primary focus of the work performed. Personal contacts are primarily with individuals, organizations or groups within or outside the organization and involve meeting and dealing with others to collaboratively develop courses of action, solve operational or similar problems, or provide advice related to area of operations.

PUBLIC SERVICE /ASSISTANCE:

The Laboratory Supervisor performs work of limited public service assistance, which is incidental to the primary purpose of the job.

HAZARDS:

The Laboratory Supervisor performs work that requires strict observance of safety precautions or procedures and/or the use of safety equipment to avoid injuries; which are in place.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's Degree in a natural, physical or forensics science.

Experience: Five (5) years of professional experience performing Laboratory work in an accredited Laboratory. Supervisory experience is not required but preferred.

Equivalency: An equivalent combination of education and experience may be substituted.

Knowledge, Skills, and Abilities:***Thorough Knowledge of:***

- Principles, methods, and techniques of Biology or Chemistry.
- Laboratory procedures.
- Laboratory safety.
- Rules of evidence and chain of custody.
- ASCLD/LAB accreditation requirements.
- Principles of Quality Assurance/Quality Control.
- Code of Maryland Regulations Maryland Rules of Evidence (COMAR).
- Police Department Standard Operating Procedures and Directives.

Skill In:

- Problem-solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.

Ability to:

- Develop and enforce quality control measures for the work of the Laboratory unit.
- Communicate effectively both orally and in writing.
- Manage and direct operations of a multi-discipline laboratory.
- Supervise others.

Licenses, Registrations, Certifications, or Special Requirements:

Success credentials to be reviewed during two FBI QAS audits, verifying that criteria have been met.

Work Environment:

The Laboratory Supervisor works in an environment that involves minor discomforts or unpleasantness which typically are inherent in the work. Workers adjust to such conditions in order to perform their assignments. Workers are subject to some unpleasantness or discomfort which must be tolerated, or

which requires that some care be taken or special measure adopted to deal with conditions. Laboratory condition apply.

Physical Demands:

The physical demands require the ability to perform light physical effort, such as keyboarding, standing or staying in place for long periods of time and lifting, carrying and/or moving materials weighing twenty (20) pounds regularly, and up to fifty (50) pounds, as required.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally unrepresented.

MEDICAL PROTOCOL: Medical History Review with a Drug Screen.

CLASS SPECIFICATION HISTORY:

Class Established: March, 2014

Revised: January, 2015

Revised (reallocation correction and format): November, 2018

Revised (Definition of the Class): May, 2019