

SENIOR CRIME LABORATORY ANALYST - 43001120

Date: Nov 18, 2021

Location: HAVANA, FL, US, 32333

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Requisition No: 512772

Agency: Financial Services

Working Title: SENIOR CRIME LABORATORY ANALYST - 43001120

Position Number: 43001120

Salary: \$65,000.00

Posting Closing Date: 12/01/2021

******OPEN COMPETITIVE EMPLOYMENT OPPORTUNITY******

DIVISION: INVESTIGATIVE AND FORENSIC SERVICES

BUREAU: FORENSIC SERVICES

CITY: HAVANA

COUNTY: GADSDEN

SPECIAL NOTES:

Applicants must apply online via People First, **AND** a Supplemental Civilian Application must be emailed to: hiringsdifs@myfloridacfo.com

This supplemental application **MUST** be received no later than five (5) business days after the closing date of this advertisement in order to be considered for this position. The DIFS Supplemental Civilian Application can be found at: https://sf01.myfloridacfo.com/docs-sf/investigative-and-forensic-services-libraries/difs-documents/civilian_supplemental_application-7-6-2016.pdf

Bachelor's degree in Forensic Science, Chemistry, or other natural sciences is **required**.

Additional requirements:

- Five (5) or more years of fire debris analysis experience.
- Low explosives or hazardous chemical analysis experience.
- Laboratory accreditation assessment practices experience.
- Formal training from an accreditation organization in performing assessments.
- Laboratory area audits or function experience.

The starting salary for this position is \$65,000.00.

This position requires a security background check which includes a financial credit report, fingerprinting and a drug screen.

Employees of the Department of Financial Services are paid monthly.

Responses to qualifying questions must be clearly supported by the state application and any omission, falsification or misrepresentation in the answering of the qualifying questions will be cause for immediate elimination from the selection process.

Minimum Qualifications for this position include the following REQUIRED ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: techniques/principles of analytical/forensic chemistry, ASCLD-LAB accreditation requirements and procedures, BFFEA Quality manual and its requirements, the behavior of accelerants and pyrolytic products, explosives and their post-explosion residues, laboratory instrumentation, the Laboratory Information Management System

Skills: use of laboratory equipment primarily chromatographic, use of personal computer equipment, minor repair of laboratory equipment

Ability: to recall and recognize complex patterns, to critically analyze data and form recommendations, to communicate both verbally and in writing, to give coherent testimony, to establish professional working relationships, conduct scientific experiments, to plan and organize work assignments

BRIEF DESCRIPTION OF DUTIES:

1. Serve as “Quality Manager” for the Bureau

Maintains and updates the Quality Manual. *Recommends corrections and improvements in the quality system. *Monitors laboratory practices to verify compliance with policies and procedures. *Evaluates instrument calibration and maintenance records. *Evaluates technical and administrative review activity. *Helps to ensure the validation of new technical methods. *Causes technical problems to be investigated, proposes corrective action, and verifies implementation. *Administers the proficiency testing program and evaluation of results. *Prepares

internal auditors and coordinates technical and quality assurance audits. *Maintains records concerning the quality program such as those for training, proficiency tests, and audits. *Makes recommendations for training to maintain or improve the quality of work.

2. Analysis of fire or explosives samples

Analyzes assigned Forensic evidence samples using a variety of instruments (gas chromatographs, mass spectral detectors, infrared spectrophotometer, ion chromatograph, etc...) to make determinations as to the presence, absence and identity of ignitable liquids or explosive/incendiary material (depending on training completed and competency testing). Performs other chemical, microscopic, and instrumental examinations of questioned material associated with fire or explosive scenes as required. *Maintains familiarity with the chromatographic and mass spectral patterns for common reference standards.

3. Laboratory Maintenance and Upkeep

Monitors all scientific instruments to determine if they are operating at optimum level. May make minor repairs and adjustment to equipment. Coordinates preventive maintenance and repairs with contract vendors. Maintains repair, calibration, and validation records. Replaces expendable laboratory items. Prepares requests for the Bureau Chief for ordering supplies as required.

4. Record Maintenance and Evidence handling

Enters results of sample preparation, quality assurance, and analysis into the Laboratory Information Management System (LIMS). Properly records quality assurance and quality control documentation and evidence chain of custody documentation. Generates reports as required. *Submits reports to the Bureau Chief or peer for technical and administrative reviews. Acts as a peer to other analysts for technical and administrative review. Provides assistance to agencies submitting evidence as required. *Maintains integrity of assigned evidence through proper handling and storage.

5. Development of Methodology

Evaluate instruments and procedures to develop specifications for explosives analysis. Maintains a working knowledge of the theory and application of analytical techniques of forensic analysis. Conducts individual research and prepares articles/papers concerning that research. May attend meetings that relate to Bureau functions.

6. Judicial Activity

Appears as an expert witness in court or at depositions. *Reviews files and prepares for testimony in consultation with the Bureau Chief. *Discusses case particulars with submitting agents and officers of the court as necessary prior to court appearances.

7. Provide Assistance to investigators

Provides prompt assistance to fire and law enforcement agencies as requested and proper. May be required to travel to fire scenes or off-site experimental fires to provide advice on collection of forensic evidence, as assigned Bureau Chief or designee.

8. Other

Maintains effective working relationships. Observes Department policies and procedures. Prioritizes work and meets deadlines. Performs other related duties as required.

If you are a retiree of the Florida Retirement System (FRS), please check with the FRS on how your current benefits will be affected if you are re-employed with the State of Florida. Your current retirement benefits may be canceled, suspended or deemed ineligible depending upon the date of your retirement

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

VETERANS' PREFERENCE. Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans' Preference will receive preference in employment for Career Service vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans' Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any other documentation as required by Rule 55A-7, Florida Administrative Code. Veterans' Preference documentation requirements are available by clicking [here](#). All documentation is due by the close of the vacancy announcement.

Nearest Major Market: Tallahassee