

Principal Executive/Manager E - (Central Point Forensic Lab Director)

Salary

\$69,240.00 - \$101,952.00 Annually

Location

Central Point, OR

Job Type

Permanent

Department

Oregon State Police-Police Services

Job Number

OSP17-0018

Closing

4/17/2017 11:59 PM Pacific

The Oregon State Police needs a leader to manage the operations of our Central Point Forensics Laboratory. The manager leads a team which includes Forensic Scientists, Lab Tech and administrative support. The incumbent is the go-to representative for our Law Enforcement agency partners in Southwest Oregon. Our ideal candidate has previous leadership experience that may have developed in a number of relevant areas such as: Laboratory management, Quality Assurance, Court or Judicial Administration, or Law Enforcement. Previous experience leading teams of technical talent will be seen as a valuable asset in this role. If you have the ability to create and maintain solid working relationships with law enforcement partners, the media and the public, continue reading and complete the application process.

This recruitment is open until April 17, 2017; your immediate response is requested as this recruitment may close at any time after a sufficient number of qualified candidates have applied. Initial screening will begin on April 3, 2017. Additional screenings may occur thereafter until the position is filled.

DUTIES & RESPONSIBILITIES:

This position is accountable for overall forensic operations within the Central Point Forensic Laboratory and to provide clear direction and expectations to employees in the laboratory. This person is a key representative of the Oregon State Police in Southwestern Oregon. This incumbent is expected to be exceptionally self-directed and be capable of exercising good judgment with independent decision-making abilities.

The incumbent will:

Supervise, lead, mentor, direct, make assignments and monitor the performance of a staff of approximately 10 employees which are comprised of Forensic Scientists, Laboratory Technicians and administrative staff.

Assign and review work performed by employees and coordinate the activities of all functions

and personnel assigned to the laboratory.

Perform duties/activities directly related to supervision of subordinates, such as reviewing reports, writing performance evaluations, scheduling subordinate staff members, addressing complaints, and/or grievances, and reviewing time cards. Approve and sign time sheets, travel expense invoices, equipment and supplies invoices, overtime, and leave requests for supervised staff.

Travel statewide is expected of the incumbent. The Director represents the Central Point Lab at meetings throughout the state and will be expected to have overnight trips 10% to 15% of their time. These activities include attending required/directed meetings, conferences and training.

Other activities not directly related to supervision of subordinates such as budget monitoring and preparation, laboratory inspections and assessments, and strategic planning. Oversees the general administrative operation of a laboratory as assigned by the supervisor.

Conduct analysis in assigned forensic disciplines of the laboratory, including a quality assurance sample annually for those disciplines. Prepare and maintain accurate records, laboratory notes, and analytical reports to conform with accreditation and court required procedures.

Work closely with the Division Quality Assurance Manager to ensure compliance with Accreditation Standards and the Quality Assurance Program. Participate in audit activities to support the Quality Assurance program. Prepares Root Cause Analysis, Corrective Action Reports and Preventative Action Reports when non-conformities are identified through casework and/or proficiency testing.

Working Conditions:

Available at all times to respond to emergencies or urgent administrative needs. The mission of this agency is to provide services seven days a week, 24 hours a day to citizens of Oregon. To fulfill this mission, this position is subject to scheduling variations that include recall to duty, irregular hours, varying shift assignments and varying days off. Public speaking and appearances before criminal justice agencies and public groups. Occasional overnight travel of extended duration. This job requires attendance at evening and weekend meetings with occasional overnight travel throughout the state and nation some for an extended duration. Physical fitness adequate for exertion and endurance.

The incumbent will be managing a staff responsible for handling blood and odoriferous material, firearms, broken glass, dirty syringes, urine and other body specimens which may come from diseased persons and clothing which may be infected with parasites. The staff also works with caustic and flammable fluids, is exposed to substances which may be toxic, carcinogenic, radioactive or otherwise hazardous to humans if proper precautions are not in place.

QUALIFICATIONS, REQUIRED & REQUESTED SKILLS:

Your application materials, including your answers to the 'Supplemental Questions' will be reviewed to determine if you meet the minimum qualifications and how you meet the desired attributes for the position to which you have applied. Your answers to the supplemental questions must be reflected in your application.

- Bachelor's Degree from an accredited four-year institution with a degree in a closely

- related field such as criminal justice, the natural sciences, or public management.
- Four (4) years' management experience or as a program/project leader, assigning and reviewing work of professional staff. Your work history should include responsibility for **one or more** of the following areas:
 - a) development of program rules and policies
 - b) development of long- and short-range goals and plans
 - c) program evaluation
 - d) budget preparation.

Underfill Option

- Bachelor's Degree from an accredited four-year institution with a degree in a closely related field such as criminal justice, the natural sciences, or public management.
- Three (3) Supervision, staff technical or professional work experience as a program/project leader, assigning and reviewing work of professional staff. Your work history should include responsibility for **one or more** of the following areas:
 - a) development of program rules and policies
 - b) development of long- and short-range goals and plans
 - c) program evaluation, or
 - d) budget preparation.

Requested Skills:

Your application (which includes a cover letter) should contain information which details related to some or all of the following Requested Skills:

- Experience in a Laboratory, the field of Law Enforcement, managing scientific projects or within the judicial system or other legal environment.
- Familiarity with law enforcement procedures
- Supervisory experience
- Has demonstrated leadership of teams of employees
- Understanding of public sector budgeting
- Familiarity with employment law
- Familiarity in interfacing with legal system
- Basic to intermediate understanding of forensic services
- Quality Assurance experience
- Professional interactions with law enforcement, criminal justice system partners and legislative representatives
- Experience with, and ability to, provide sworn credible testimony in a criminal or civil proceeding

Apply for this position at: <https://www.governmentjobs.com/careers/oregon/jobs/1678137/principal-executive-manager-e-central-point-forensic-lab-director?keywords=forensic&pagetype=jobOpportunitiesJobs>