HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Forensic Laboratory Chemistry Manager

Job Code: U8834
Pay Grade: UI
Pay Scale: $95,382.73-$174,265.61 Annually
Exempt: Yes

OVERVIEW

Perform operational and strategic managerial duties providing supervision of assigned forensic laboratory staff. Identify controlled substances using the Seized Drugs Protocols.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Supervise the work of assigned staff by scheduling, assigning, and reviewing work, providing training, counseling, and evaluating performance.
- Interact in a leadership role with forensic professionals who serve in subordinate capacities.
- Motivate personnel, develop short- and long-range plans, resolve disciplinary issues, interact effectively with other agency members in leadership roles, evaluate and pursue appropriate technology and assess existing practices and policies and make necessary changes.
- Direct major programs to achieve broad organizational goals and objectives.
- Evaluate new technology and equipment for purchase.
- Identify trends and new potential substances for future legislative action.
- Perform examinations on submitted evidence for the presence of controlled substances.
- Write reports to document findings and conclusions of cases.
- Provide expert testimony in all controlled substance matters.
- Respond to requests for assistance to advise on controlled substance issues.
- Maintain electronic/hardcopy chemistry files.
- Perform Forensic Services Bureau Director duties when required.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Extensive knowledge of chemistry techniques and use of section equipment and processes.
- Extensive knowledge of the principles and practices of management.
- Extensive knowledge of advanced controlled substance examination techniques.
- Extensive knowledge of the history of forensic chemistry.
- Extensive knowledge in developing training programs for forensic chemistry examiners.
- Extensive knowledge of the forensic accreditation bodies and processes.
- Considerable knowledge of chemical analysis techniques in controlled substance examinations.
- Considerable knowledge of federal, state, and county criminal laws and ordinances pertaining to the collection and use of physical evidence.
- Ability to keep up with the current/emerging technology in the forensic sciences and criminology fields.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to plan, organize, and supervise the work of others.
- Ability to effectively apply supervisory techniques.

- Ability to prioritize work.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.
- Ability to maintain technical expertise.
- Ability to use a computer and related software.
- Ability to handle confidential information.
- Ability to maintain work-related records and prepare reports.
- Ability to safely operate a motor vehicle.

SKILLS

- Laboratory Safety
- Drug Investigation
- Performance Development
- Forensic Chemistry
- Laboratory Techniques
- Employee Management
- Laboratory Methods
- Criminal Law
- Method Validation
- Evidence Handling

WORKING CONDITIONS

- Work within a forensic laboratory environment within a law enforcement agency.
- Work with items of evidentiary value, which may contain body fluids (e.g., blood, saliva, semen) that have been processed with chemicals that are known to be carcinogenic or toxic.
- Remain in a stationary position for extended periods of time at a keyboard or workstation and/or microscope.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May travel to various work sites using a Sheriff’s Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- Work standard business hours.
- May be required to work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor’s degree or higher from an accredited institution of higher education in a chemical, physical, biological science or forensic science.
- Four years of experience in law enforcement forensics as a chemistry examiner.

REQUIRED POST-EMPLOYMENT TESTING

- Must successfully complete the HCSO Chemistry Examiner Competency Examination within the first six months of assignment.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.

- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.