

DNA ANALYST

Job Code	Pay Grade
21894	P2

Nature of Work

This is professional work involving scientific evaluation for suspected biological material and the administration and/or operation of the Pinellas County Forensic DNA Laboratory's CODIS (Combined DNA Index System) network. An employee in this class performs a variety of tasks requiring knowledge of the rules of evidence, forensic serology and biology, DNA case management, analytical instrumentation and program administration. A broad spectrum of contacts is made with law enforcement, attorneys, court staff, judges and other scientific analysts. Work is performed under general supervision of the Pinellas County Forensic Laboratory Director as a part of the Medical Examiner's Office and the Bureau Director, Justice/Consumer Services, and is reviewed through observation of results obtained, conferences and periodic reports or evaluations.

Minimum Qualification Requirements

- Graduation from an accredited four year college or university with a degree in chemistry, forensic science, biology or other physical science which includes/supplements 30 credit hours in either chemistry and/or biology from an accredited college or university.
- Specific undergraduate or graduate coursework in biochemistry, genetics, and molecular biology
- Coursework and/or documented training in statistics and/or population genetics.
- Forensic DNA analytical experience and court qualification preferred, however, requisite training will be provided.

Appointing Authority May Also Require

- Florida Driver's License.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.
- FBI CODIS Training (within 1 year of appointment).
- FBI Auditor Training (within 1 year of appointment).
- American Society of Crime Laboratory Directors/Laboratory Accreditation Board International Assessor Training (ASCLD/LAB).
- American Board of Criminalistics Molecular Biology Certification (within 3 years of appointment or eligibility).
- Candidates are subject to a thorough background investigation which may involve both criminal and financial histories.

Illustrative Tasks (These are examples and are not all inclusive)

- Administers Pinellas County Forensic Laboratory CODIS network and operations.
- Performs routine and complex analyses of suspected biological material.
- Provides accurate and timely DNA analysis of assigned cases.
- Provides accurate interpretations and comparisons of human DNA results.
- Participates in quality control and proficiency testing on a scheduled basis.
- Calibrates analytical instrumentation on a routine basis.
- Performs and records routine maintenance on laboratory instrumentation and equipment.
- Testifies in court as an expert witness on laboratory analyses, results, policies, and procedures.
- Maintains all continuing education/training and proficiency testing requirements for the position.
- Provides forensic science presentations to the general public.
- Provides specialized training to law enforcement community.
- Reviews applicable literature to stay current in new laboratory procedures and technology.
- Inventories lab supplies and coordinates purchases.
- Assists in the evaluation of new procedures and techniques for possible laboratory implementation.
- May perform administrative review of casework.
- Assists in administrative duties as needed.

DNA ANALYST (continued)

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Knowledge, Skills, and Abilities

- Knowledge of rules of evidence as they relate to the criminal justice system and the preservation of evidence.
- Knowledge of basic scientific principles and practices.
- Knowledge of theory and operation of applicable analytical instrumentation.
- Knowledge of body fluid and DNA identification processes as they pertain to biological evidence.
- Knowledge of FBI Quality Assurance Standards for Forensic DNA Testing Laboratories.
- Skill in sample preparation and DNA isolation techniques.
- Skill in operation of laboratory instrumentation including Reverse Transcriptase Polymerase Chain Reaction (RT PCR), thermal cycler and Capillary Electrophoresis (CE).
- Skill in establishing and maintaining professional and courteous relationships with fellow employees and members of other departments and organizations.
- Skill in team building/team working techniques.
- Ability to apply scientific techniques with accuracy and professional judgment.
- Ability to clearly express the various aspects of forensic DNA analyses to non-technical parties.
- Ability to work and communicate with co-workers in a positive manner.
- Ability to accept and provide direction and criticism in a constructive manner.
- Ability to communicate, validate and implement new scientific procedures.
- Ability to organize and prioritize duties.

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Created	EEOC Code	Overtime Code
4/09	Professionals	Exempt