DNA Analyst

Category: Exempt
Pay Grade: E19
Job Code: 21894

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY
Performs 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; performs a variety of tasks requiring knowledge of the rules of evidence, forensic serology and biology, DNA case management, analytical instrumentation, and program administration; makes a broad spectrum of contacts 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.

ESSENTIAL JOB FUNCTIONS (examples, 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;
• Performs other related job duties as assigned.

QUALIFICATIONS
Education and Experience:
Bachelor’s 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; and specific undergraduate or graduate coursework in biochemistry, genetics, and molecular biology; and 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; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):
- Florida Driver's License or Florida Commercial Driver’s License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- FBI CODIS Training (within one year of appointment).
- FBI Auditor Training (within one 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 three years of appointment or eligibility).
- Candidates are subject to a thorough background investigation which may involve both criminal and financial histories.
- Other knowledge, skills, abilities, and credentials required for a specific position.

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.

PHYSICAL/MENTAL DEMANDS
The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
• Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
• Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
• Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
• Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
• Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
• Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
• Standing: Particularly for sustained periods of time.
• Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**WORKING CONDITIONS**

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.