**Administrative / Operations Manager Forensics (DPS #17965)**

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**Job ID**

102514

**Location**

Santa Fe

**Posting End Date**

**Agency**

Department of Public Safety

**Full/Part Time**

Full-Time

**Regular/Temporary**

Regular - PERM for State

**Job Posting Type**

Continuous Job Opening

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THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL POSITION HAS BEEN FILLED.

The forensic laboratory bureau chief manages the day-to-day administrative and technical operations of the ISO 17025 accredited New Mexico Department of Public Safety Forensic Laboratory. The incumbent is responsible for a full service forensic operation and directs the overall forensic procedures of multiple units within the bureau, including: forensic biology/ DNA; drug chemistry: controlled substances and methamphetamine purity analysis; latent prints, tire/ shoe mark impressions; and, firearm and toolmark analysis. The Bureau Chief oversees the staff and technical leaders In the disciplines listed above as well as major programs within the bureau such as the Laboratory Information Management Systems [UMS]; Combined DNA Index System (CODIS]; and, National Integrated Ballistics Information Network (NIBINJ).

The incumbent's work involves various forensic disciplines; conducting highly specialized forensic evaluations utilizing varied and appropriate instrumentation, and performing physical, chemical, microscopic, or biological techniques to examine, identify, and evaluate physical evidence which may include items pertinent to: forensic biology/ DNA; drug chemistry: controlled substances and methamphetamlne purity analysis; latent prints, tire / shoe mark impressions, firearm, toolmark, serial number restoration, GSR and distance determination.

Specific supervisory duties include ensuring that the laboratory accreditation is maintained successfully by quality assurance practices which institute and maintain ISO 17025 requirements; generating, reviewing / updating, and approving unit standard operating procedures; ensuring compliance by personnel under their supervision; directing caseload and turnaround time; developing and implementing new laboratory techniques, methods, and equipment; ensuring laboratory safety in conjunction with the laboratory quality assurance manager.

The position provides technical and administrative review of case reports as required; reporting, preparing and monitoring quarterly performance measures; and preparing and monitoring the forensic laboratory bureau's budget. The Bureau Chief researches federal, state, and local grant opportunities available for the laboratory discipline and assists in the preparation of grant proposals, and prepares quarterly grant status reports.

The public, law enforcement and criminal justice agencies

The Ideal candidate has:
- A Bachelors degree from a four-year college or university with a course major in Biology, Chemistry, Physics, Metallurgy, or Forensic Science
- Experience in the management of a crime laboratory operation, with forensic science experience performing casework In a 150 17025 or legacy accredited
   discipline, to include supervision
- Thorough knowledge of the principles of forensic science and property/ evidence
- Thorough knowledge of advanced laboratory techniques and the methods used in collecting and preserving physical evidence
- Considerable knowledge of the principles of program planning and program administration
- Ability to supervise the work of professional subordinates and to install effective testing procedures involved in a comprehensive Forensic Services Unit and Property/ Evidence Unit
- Ability to prepare and analyze technical reports
- Ability to establish working relationships with representatives of other law enforcement agencies and legal officials in directing the activities of the crime laboratory
- Ability to communicate effectively both orally and in writing

Preference will be given to applicants with a Master's Degree In Forensic Science, Criminal Justice Administration, Management.

A Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions Apply. See Substitution Table below. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

These combinations of education and experience qualify you for the position:

|  | **Education** |  | **Experience** |
| --- | --- | --- | --- |
| 1 | High School Diploma or Equivalent | **AND** | 12 years of experience |
| 2 | Associate's degree | **AND** | 10 years of experience |
| 3 | Bachelor's degree | **AND** | 8 years of experience |
| 4 | Master's degree | **AND** | 6 years of experience |
| 5 | PhD degree | **AND** | 4 years of experience |

• Education and years of experience must be related to the purpose of the position.

• If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Must possess and maintain a current Defensive Driving Course Certificate from the State of New Mexico or must pass and receive Defensive Driving Course Certification as a condition of continued employment.  Must possess and maintain a valid New Mexico Driver's License.  Pre-employment background investigation is required and is conditional pending results.

Work is performed in a laboratory setting and may require periodic overtime work. Travel is required (automobile and/or aircraft).  Exposure to evidence potentially containing biohazards. Office setting, exposure to Visual / Video Display terminal and extensive personal computer and telephone usage with extended periods of sitting. Must be able to lift and carry up to 30 lbs. Subject to a national fingerprint ­based record checks prior to employment. Continued employment is contingent upon remaining felony-free, per Section 5. 12, 1.1 of the Criminal Justice Information Systems Security Policy.

Benefits:

Do you know what Total Compensation is? [Click here](http://www.spo.state.nm.us/total-compensation.aspx)

Agency Contact Information: Herman Lovato, (505) 827-3316, or Email: herman.lovato@state.nm.us Email

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

This position is not covered by the collective bargaining unit.