



CITY OF BOCA RATON  
invites applications for the position of:

# Biological Processing Laboratory Supervisor & Technical Leader

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**SALARY:** \$29.51 - \$49.73 Hourly

**OPENING DATE:** 04/16/21

**CLOSING DATE:** Continuous

**JOB DESCRIPTION:**

*Do you want to be a part of the team that helps make the City of Boca Raton one of the best places to live, work and play? We provide world class services, parks, beaches, and public safety. This can only happen when the best, brightest, and most committed individuals come to work for our City. We encourage like-minded individuals to apply and be part of our team! Come join us #WorkforBoca*

**ABOUT THE APPLICATION PROCESS:**

Applicants who qualify will be subject to an extensive selection process and screening program, which may include, but not be limited to evaluation of training and experience; written test; computer based test; interview; polygraph examination; psychological evaluation; employment record, fingerprint and background check including complete driving record history; medical examination; and drug screen. The expected duration of the selection process varies by position and could last 12 to 16 weeks.

**GENERAL DEFINITION OF WORK**

Supervises the daily functions of the Biological Processing Laboratory; acts as the laboratory's Quality Assurance Officer and Technical Lead; provides onsite technical expertise; performs serological casework; does related work as required. Work is performed under the supervision of the Forensic Services Manager.

**TYPICAL FUNCTIONS:**

Supervises and evaluates Biological Processing Laboratory (BPL) employees; Plans, schedules, evaluates, and counsels BPL unit staff on work performance to ensure compliance with laboratory and department policies and procedures; Oversees training of BPL unit personnel; Performs serological casework including visual screening of evidence, presumptive and confirmatory testing, swabs items for possible DNA evidence, report writing, technical and administrative report reviews, testifies in court;

Responsible for the technical operations of the laboratory; Maintains the laboratory's quality management system to ISO standards.

**RELATED TASKS:**

Preparation of reagents;

Quality assurance and quality checks of reagents;

Documentation of reagent preparation;

Present technical testimony in court, as well as for depositions to prosecutors and defense attorneys;

Maintenance of laboratory equipment and instruments;

Cleaning of laboratory and equipment;

Calibrating lab equipment and instruments;

Data entry, filing, inventory, and maintaining records;

Preserve crime scene evidence and maintain chain of custody;

Review case reports of Biological Processing Laboratory Technician;

Complete staff performance appraisals;

Internal audits;

External assessments;

Handling corrective and preventive actions and root cause analysis;

Assist with budget preparation and training needs;

Assist with management review;

Perform related tasks as required.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge and experience in forensic serological techniques; extensive knowledge and experience with forensic quality management systems including identification and documentation of corrective actions; general knowledge of the techniques of processing crime scenes and maintaining the security of evidence; general knowledge of police forensic investigative techniques and techniques including of identification methods; ability to analyze evidentiary items; ability to collect and secure evidence; ability to keep detailed records and prepare reports; thorough knowledge of common methods, procedures, associated with good laboratory practices; competent in calibrating and operating of analytical instruments.

#### **EDUCATION AND EXPERIENCE:**

- Must possess a bachelor's degree from an accredited college (master's degree preferred), in the field of Biology, Chemistry, Molecular Genetics or related area.
- Must have a minimum of 3 years' full-time experience with an accredited Forensic Laboratory with 1 year of quality management and supervisory experience.
- Experience in areas of serological techniques, quality systems, ISO/IEC 17025 standards, and technical leadership are required.

#### **SPECIAL REQUIREMENTS:**

- Must demonstrate competency following completion of the BPL training program including serological methods and procedures, evidence handling, and bloodborne pathogens.
- Must be able to pass a proficiency test within 1 year of obtaining an authorization to work case evidence. The proficiency must be maintained throughout employment.
- Possession of a valid State of Florida Class "E" driver's license with no more than six (6) points in the last three (3) years.

**PHYSICAL DEMANDS:**

Must be able to wear safety glasses, goggles, respirator, safety shoes/boots, coveralls, gloves, face shield, mask, and biohazard suit. Exposure to extreme temperatures, electrical hazards, dust, vapors, fumes, toxic metals, poisons, animals/insect bites, mist, gases, smoke, irritants, asphyxiants, and bloodborne pathogens.

**BACKGROUND REQUIREMENTS:**

The background check process for this position may include:

- Criminal Background Check
- Employment Verification
- Reference Checks
- Motor Vehicles Report (MVR) Check
- Certification/License Verification
- Credit Check
- Fingerprinting
- Polygraph
- Psychological Evaluation
- Neighborhood Check
- Drug and Alcohol Screen
- Pulmonary Function Test (PFT)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.myboca.us>

201 W. Palmetto Park Road  
Boca Raton, FL 33432  
561-393-7804

[staffing@myboca.us](mailto:staffing@myboca.us)

Position #02530  
BIOLOGICAL PROCESSING LABORATORY SUPERVISOR &  
TECHNICAL LEADER  
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## Biological Processing Laboratory Supervisor & Technical Leader Supplemental Questionnaire

- \* 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?  
 Yes    No
  
- \* 2. Do you possess a valid State of Florida driver's license with no more than six (6) points in the last three (3) years prior to employment?  
 Yes    No
  
- \* 3. What is the highest level of education that you have completed?
  - Less than High School
  - High School Diploma or GED
  - Trade or Vocational School
  - Associates Degree or 60 credits of college courses
  - Bachelors Degree
  - Masters Degree
  - Doctoral Degree
  
- \* 4. What area of study is your education?
  
- \* 5. How much experience do you possess in the areas of serological techniques, quality systems, ISO/IEC 17025 standards, and technical leadership in an accredited Forensic laboratory?
  - I have no previous experience
  - 1 year of experience
  - 2 years of experience
  - 3 years of experience
  - 4 years of experience
  - 5 years or more
  
- \* 6. Have you completed a certified training program for Laboratory Technicians?  
 Yes    No
  
- \* 7. Do you have at least 1 year of previous quality management and supervisory experience?  
 Yes    No
  
- \* 8. Please describe any work experience you have in the areas of serological techniques, quality systems, ISO/IEC 17025 standards, and technical leadership in an accredited Forensic laboratory. This experience must be clearly listed on your application work history. NOTE: "See Resume" will not be considered as a valid response. If you have no previous experience, please state "N/A"
  
- \* 9. Describe your computer experience and include types of programs that you are familiar with. (Ex. Microsoft Word, Outlook, Excel, Power Point) NOTE: "See Resume" will not be

considered as a valid response. If you have no previous experience, please state "N/A"

\* 10. How did you hear about this opportunity?

- City of Boca Raton website
- Boca Raton Police Department website
- City of Boca Raton Police Officer or other employee
- Broward College Police Academy
- Palm Beach State College Police Academy
- College Career Fair or Recruiting Event
- LinkedIn.com, Indeed.com, or other professional networking site
- Governmentjobs.com
- Policeone.com
- Policecareerfinder.com
- Discoverpolicing.org
- Other online search (i.e. Google)
- Other resource

\* 11. To be considered for employment with the City of Boca Raton, applicants must provide at least ten (10) years of continuous history. Did you account for the last ten (10) year period including all employment, periods of inactivity, school and/or retirement?

- Yes    No

\* Required Question