**Agency**

City of Boca Raton

**Phone**

561-393-7805

**Website**

[http://www.myboca.us](http://www.myboca.us/)

**Address**

201 W. Palmetto Park Road  
Boca Raton, Florida, 33432

**Salary**

$65,124.00 - $121,721.00 Annually

**Location**

FL 33487, FL

**Job Type**

Full-Time

**Department**

Police Services

**Job Number**

03151

**Closing date and time**

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***

**GENERAL DEFINITION OF WORK:**

Performs difficult professional and intermediate administrative work commanding the Forensic Services Section, which consists of the Biological Processing Laboratory, Latent Unit, Crime Scene Unit, and the Evidence Unit; does related work as required.  Work is performed under the supervision of the Captain of the Investigative Service Bureau.  Supervision is exercised over subordinate Forensic Services Section personnel.

**TYPICAL FUNCTIONS:**

Overseeing the training, supervision, and evaluation of subordinate staff  
Establishing and documenting policies and procedures for the Forensic Services Section  
Developing and administering Forensic Services Section budget  
Developing and implementing short and long term goals for the Forensic Services Section  
Overseeing equipment and staffing needs  
Establishing procedures to acquire and maintain Internal Organization for Standardization (ISO) accreditation  
Evaluating and approving training needs  
Evaluating and maintaining the quality assurance program  
Serves as the liaison for the Forensic Services Section with other city departments and outside agencies  
Attends and participates in professional groups and organizations  
Responds to scenes to provide professional and technical advice when needed  
Performs related work as required

**RELATED TASKS:**  
  
Maintaining Forensic Services Section accreditation files  
Purchasing and procurement of supplies and equipment  
Completes staff performance appraisals  
Coordinates the preparation of statistical reports  
Addressing complaints and resolving problems  
Performs related tasks as required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

The Forensic Services Manager must have thorough knowledge of the rules and regulations of the Police Department; knowledge of common methods, procedures, and good laboratory practice; knowledge of budgeting and fiscal management; knowledge of modern supervisor techniques and practices; thorough knowledge of crime scene processing procedures and techniques; thorough knowledge of the principles and techniques of fingerprint development and identification; thorough knowledge of forensic biology screening procedures; thorough knowledge of evidentiary procedures and the Statutes relating to the custody of evidence and property; and knowledge of ISO/International Electrotechnical Commission (IEC) 17025 accreditation standards.

**EDUCATION AND EXPERIENCE:**

Must possess a Bachelor's degree in the field of Biology, Chemistry, Molecular Genetics, Forensic Science, or related area with five (5) years of job-related experience in a forensic science discipline and two (2) years supervising, or a non-related Bachelor's degree with a combination of seven (7)years of job-related experience in a forensic science discipline, four (4) years supervising, and advanced course work in Forensic Serology and DNA.

**CERTIFICATIONS / PROFESSIONAL LICENSES:**  
Must be in possession of or be able to obtain with-in a year, Crime Scene Analyst Certification with the International Association for Identification.

**SPECIAL REQUIREMENTS:**

Possession of a valid State of Florida Class "E" driver's license with no more than six (6) points in a three (3) year period.

The applicant must successfully pass a complete background investigation to the satisfaction of the employer prior to appointment.

**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
* Neighborhood Check
* Drug and Alcohol Screen
* Pulmonary Function Test (PFT)

**BENEFITS SUMMARY  
Full-Time Non-Bargaining Employees**

**ANNUAL LEAVE:** Shall accrue prior to an employee attaining permanent status in the classified service, and may be used after six (6) months of employment at the sole discretion of the Department Head, but it shall not be paid out upon resignation or termination unless the employee has attained permanent status (one full year). The maximum accrual is 360 hours.

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| --- | --- |
| Year of Service | Accrual |
| 0 to 5 full years | 8 hours per month |
| 5 to 10 full years | 10 hours per month |
| 10 to 15 full years | 12 hours per month |
| 15 full years and over | 14 hours per month |

**CASH OUT OF ANNUAL LEAVE**: Employees who have attained permanent status shall be permitted to cash out up to twenty-four (24) hours of accrued and unused Annual Leave, at one time, in one (1) lump sum, each fiscal year.  
  
**SICK LEAVE:** 8 hours per month. Any hours in excess of 960 will be paid off annually at 50%. Upon retirement, employees with a minimum of 5 years continuous service will receive 50% of sick leave balance. Termination for reasons other than retirement shall be entitled to payment for accrued, but unused sick leave, as follows:

|  |  |
| --- | --- |
| Years of service | Percentage |
| Less than 2 full years | 0% |
| 2 to 5 full years | 10% |
| 5 to 10 full years | 20% |
| 10 full years or more | 30% |
| Retirement (normal, early or disability) | 50% |

**HEALTH INSURANCE (Premiums)**: Employee Medical (Base Plan) - Paid 100% by City. Employee contributions are required for the buy up employee coverage plans. Employee Dental (DHMO or Basic PPO Plan) & Vision (Basic Plan) paid 100% by City. Employee contributions are required for the Employee + Dependent(s) for the Medical, Dental, & Vision Plan.  
  
**CONTINUOUS SERVICE BENEFIT:**As of December 1 each year - Paid during the month of December.

|  |  |
| --- | --- |
| Year of Service | Benefit |
| 5 to 10 full years | $600 annually |
| 10 to 15 full years | $800 annually |
| 15 full years and over | $1,100 annually |

**RETIREMENT PLANS**: The two pension/retirement options are listed below:

* An option to enroll in a Defined Contribution Retirement Plan. The Defined Contribution Retirement Plan will not require a mandatory contribution. The City will contribute seven (7%) percent of the annual base wages annually. The vesting period for this plan shall be one (1) year from date of hire in the classified service, which coincides with your one-year probationary period.
* An option to enroll in a Defined Benefit Retirement Plan option is available. There is a ten (10) year vesting period with a multiplier of 1.75% at normal retirement and a mandatory six (6%) percent employee contribution.
* The two (2) options will be fully explained prior to an irrevocable selection.

**Optional:**457 Deferred Compensation Savings Plan is available.  
  
**HOLIDAYS:** 13 per year: 10 recognized holidays and 3 floating days which are allocated for the fiscal year beginning October 1, to all 8 hour per day employees. Employees hired between October 1 and March 31 shall receive 3 floating holidays. Employees hired between April 1 and September 30 shall receive 1.5 floating holidays. Floating holidays must be used within the fiscal year. Non-task employees working 10-hour days receive 10, 10-hour paid holidays but do not receive floating holidays.  
  
**FUNERAL LEAVE**: Up to 3 workdays - In State; Up to 5 workdays - Out of State  
  
**TUITION REIMBURSEMENT:** Full-time employees are eligible for tuition reimbursement as outlined in the City’s Tuition Reimbursement Policy which is available in Human Resources and subject to the availability of departmental funds.  
  
**MILITARY LEAVE:** Members in military reserve units who attend annual training are entitled to paid leave not to exceed 30 days each calendar year.