



DNA Supervisor- OSP21-0063

Job Description

Initial Posting Date:

03/30/2021

Application Deadline:

04/14/2021

Agency:

Oregon State Department of Police

Salary Range:

\$6,132 - \$9,485

Position Type:

Employee

Position Title:

DNA Supervisor- OSP21-0063

Job Description:**Overview of the Position**

In conjunction with the DNA Program Manager, oversee the operations of the DNA unit. The incumbent will supervise a subset of the employees within the DNA unit-assigns work and directs the activities of employees, evaluates performance, and assists with career development. The DNA supervisor manages the DNA backlog, assists in developing DNA policies and procedures, and works with law enforcement agencies across the state to meet their forensic DNA analysis needs.

**As a condition of employment and/or to routinely work in any of the Forensic Services Division's laboratories in any capacity, all individuals are required to provide appropriate samples for inclusion into the confidential Staff DNA Identification Index.*

Minimum Qualifications (Must be reflected in the resume for full consideration):

Three years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

OR

Two years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation;

AND

45-48 quarter hours (30-32 semester hours) of graduate level coursework in management.

OR

Three years of professional experience as a program/project leader, assigning and reviewing work of professional staff (e.g., engineers, etc.) including project responsibility for developing goals and objectives, project evaluation, and monitoring and controlling or preparing a budget.

In the "Work History" section on your application, you must clearly describe your experience in each of the a), b), c), d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.

Special Qualifications:

To comply with Laboratory Accreditation standards, the person in this position must possess a bachelor's (or its equivalent) or an advanced degree in a biology-, chemistry-, or forensic science-related area and shall have successfully completed coursework (graduate or undergraduate level) covering the following subject areas: biochemistry, genetics, and molecular biology. Any applicant hired on or after July 1, 2020, shall have successfully completed coursework covering statistics and/or population genetics.

Preferred Skills (Must be reflected in the cover letter for full consideration):

- Demonstrated experience performing Forensic DNA casework in an accredited laboratory



- Demonstrated experience in employee performance management and progressive discipline
- Demonstrated ability to effectively communicate both verbally and in writing with a diverse audience
- Demonstrated ability to build a cohesive team and to work as part of a team
- Demonstrated experience in managing projects of varying sizes
- Proven ability to work under pressure, meet both scheduled and unexpected deadlines, pivot to meet the changing needs of the work unit, and work collaboratively with a diverse team

Instructions for Applying

You must submit a resume demonstrating your experience as it relates to the minimum qualifications for the position. **In addition to a resume you must submit a cover letter – no more than one page in length – addressing how you meet the preferred skills for this position. Failure to attach a resume addressing the minimum qualifications and a cover letter addressing the preferred skills will result in disqualification of your application. Please submit these documents in either MS Word or PDF format. Documents submitted in formats other than MS Word or PDF will not be reviewed and will result in disqualification of your application.** The selection process consists of a review of your materials and an evaluation of your experience, education, preferred skills, and training. Please note that your submission will also be evaluated for grammar, spelling, and punctuation.

To request a copy of the position description, please email your request to osp@osp.oregon.gov and reference Recruitment #OSP21-0063 – Principal Executive/Manager E– DNA Forensics Supervisor.

About the Agency

The Oregon State Police (OSP) is a multi-disciplined organization charged with protecting the people, wildlife, and natural resources in Oregon. We enforce the traffic laws on the state's roadways, investigate and solve crimes, conduct post-mortem examinations and forensic analysis, and provide background checks and law enforcement data. We regulate gaming, the handling of hazardous materials and fire codes, and educate the public on fire safety and enforce fish, wildlife, and natural resource laws. Learn more about OSP [here](#).

About the Division

The purpose of the Forensic Services Division (FSD) is to serve the people of Oregon with the highest standards of science, ethics and professionalism in recovering, preserving, and analyzing physical evidence. The FSD provides unbiased scientific and technical services to all branches of the Criminal Justice System. The Portland Metro Forensic Laboratory is one of five statewide laboratories, currently with 86 employees. The laboratory services the entire state and is primarily responsible to provide services to Multnomah, Washington, Clackamas, Columbia, Clatsop, Tillamook, Yamhill, Hood River, and Wasco counties. DNA analysis is only performed in the Portland Metro Laboratory.

Additional Information

This recruitment announcement will be used to establish a list of qualified candidates to fill the current vacancy and may be used to fill future vacancies as they occur. **Our top priorities during this public health crisis are employee health and the ability to meet our essential responsibilities. We are taking safety precautions while continuing our business operations in order to keep employees safe and prevent the spread of COVID-19. All positions are evaluated for suitability for telework and some may not qualify. As a result, some positions are unable to fully telework and may require being on-site for extended periods. At a minimum, the employee's work is conducted on site during the trial service (training) period. The final determination will be made upon successful completion of the trial service period.**

The State of Oregon offers full medical, vision, and dental benefits with paid sick leave, vacation, personal leave, and multiple paid holidays a year. If you have a desire to make a difference in the lives of Oregonians, apply today!



For existing State of Oregon employees: Prior to applying you should ensure all sections of your Workday Job History page is accurate and complete. This information is utilized during the pay equity analysis phase. Please monitor your Workday account, as communications will be sent to your Workday account. You may be asked to submit additional information after initial application.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference. [Review our veterans' preference page for details about eligibility.](#) US Armed Forces Veterans wishing to claim veterans' preference must attach their Department of Defense Form 214 (DD214) or letter indicating service-connected compensation with their memorandum. Please note – if you checked you are a veteran, you will be asked to upload your documents later in the application process, after you have applied. [More information on veterans' preference points is available here.](#)

Communication: You must have a valid e-mail address to apply. All communication regarding your application and status will be done electronically. To ensure clear communication, please unfilter emails from Workday.com.

Workday will timeout after 20 minutes of inactivity. You must submit your application after you begin the process. You cannot save your progress and come back to it later.

After you apply: Log in to your Workday account before the job announcement closes to see if you have any pending tasks or actions. These can be found under the "My Applications" section. Make sure to complete these tasks or actions before the job announcement closes. Be sure to check both your email and Workday account for updates regarding this recruitment.

Background check: Prior to being offered a position, finalists must pass a fingerprint-based security/criminal record background check, and some higher-level positions may include a thorough background investigation. Conviction of a crime will not automatically preclude appointment. Adverse background data may be grounds for immediate disqualification. Adverse background data may be grounds for immediate disqualification. All applicants for, and employees in this classification/position, shall be subject to testing for the use of prohibited drugs.

Pay Equity: As an employer, the State of Oregon complies with HB 2005 Pay Equity. We do not discriminate on the basis of protected class in the payment of wages, and we do not screen applicants on the basis of current or past compensation. We determine salary from applicable professional experience and education. Please visit [here](#) for more information.

Work Authorization: The Oregon Department of State Police does not offer visa sponsorship. Within three days of hire, all applicants will be required to complete the US Department of Homeland Security's Form I-9, confirming authorization to work in the United States. If you are the successful candidate you must present your I-9 acceptable documents for employment verification.

If you have questions or require an alternate format in order to complete the employment process, you may contact Human Resources by email at OSP@osp.oregon.gov.

The Oregon State Police is an equal opportunity, affirmative action employer committed to workforce diversity, equity, and inclusion.



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Job Details

Job Requisition ID REQ-60333
Location Clackamas | OSP | Portland Forensic Lab
Posting Date 03/30/2021 - 2 days ago
Job Family Principal Executive/Manager
Time Type Full time
Job Type Permanent
Supervisory Organization DNA - Portland Forensic Lab - OSP

Recruiter

Emily Ferren

Hiring Manager

Stephenie Winter Sermeno

Team Members