

POSITION DESCRIPTION FORM (PD-102R-92)

(This space for Personnel Department Use Only)

7. Pres. 15 Digit Pos. No.

Prop. 15 Digit Pos. No.

8. Department, University, Commission, or Agency
Dept. Of Justice9. Institution & Division
State Bureau of Investigation/Crime Lab10. Section and Unit
Molecular Genetics Section11. Street Address, City and County
SBI Laboratory, 121 East Tryon Rd., Raleigh, NC12. Location of Workplace, Bldg., and Room No.
Crime Laboratory, 2nd Floor1. Present Classification Title of Position
Forensic Molecular Geneticist Team Leader2. Usual Working Title of Position
Forensic Molecular Geneticist III , ASAC

3. Requested Classification of Position

4. Name of Immediate Supervisor
Michael J. Budzynski5. Supervisor's Position Title & Position Number
Mol. Gen. Supervisor/3613-0000-0002-100

6. Name of Employee

I. A. PRIMARY PURPOSE OF ORGANIZATIONAL UNIT:

The primary purpose of the Molecular Genetics Section is to accept, find, preserve, and analyze evidence in criminal cases for the presence and source of body fluids and to report these findings to the requesting law enforcement agency and the courts.

B. PRIMARY PURPOSE OF POSITION:

The primary purposes of this position include:

- To serve as the supervisor of the Body Fluid Identification Unit within the Molecular Genetics Section
- Provide specialized Body Fluid and DNA case working analysis in the Molecular Genetics Section.
- Maintain documentation of chain of custody, lab reports, and reports stating the results of analysis.
- Testify to the results in court.
- Communicating with public officials.
- Assisting at crime scenes.
- To serve search warrants in the event of CODIS hits.

C. WORK SCHEDULE:

171 hours/28 day cycle. The regular work hours are from 7:00 am to 4:30 pm. All agents are on call 24 hours a day, seven days a week to handle crime scenes or court testimony anywhere in the State. Most agents work over the 171 hours per 28 day cycle. Crime scene work may last several days with little opportunity for rest.

D. CHANGE IN RESPONSIBILITIES OR ORGANIZATIONAL RELATIONSHIP:

A job study of the Section was completed by the Department of Justice Personnel Department in January, 2001, which resulted in the reclassification of several positions and the renaming of all positions in the section. This job description accurately reflects these changes.

II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES:

Method used (Check One): Order of Importance: ☒ [X]
 Sequential Order: ☐ []

Place an asterisk (*) next to each essential function.

***a. 53% - Section Team Leader**

The section team leader is a sworn position and serves as the supervisor of the Body Fluid Identification Unit. This includes and is not limited to the management of the day to day operations of the Body Fluid Analysts, conducting Work Plan Evaluations and to assist members of the Body Fluid Unit to maximize their productivity levels. Other duties of the team leader are to conduct administrative and technical reviews of case files and the training of new analysts in their respective units. This position also maintains an inventory for the section and assists the SAC in ordering supplies as needed for the section. This position is also responsible for the Quality Assurance/Control functions of the DNA Case Working Unit and DNA Database Unit and to ensure that all National Standards set for Quality Assurance by the FBI Director (through the DNA advisory board) are met.

This position has also received formal training in the areas of workplace harassment, EEOI training, Supervision for Managers and Professionals training, Interactive Management classes as well as yearly training at in-service. This position has also received certification by the Mid-Atlantic Association Of Forensic Sciences group to conduct DNA Advisory Board (DAB) audits of DNA laboratories (primarily the Potomac group) in order to determine compliance with DAB standards (which is crucial if laboratories wish to receive grant money from the federal government and if they want to be a part of CODIS (Combined DNA indexing system - a National DNA Database system established by the FBI consisting of known DNA profiles of convicted felons and unsolved case profiles). In addition, the team leader has received training in the area of background investigations so that this position will be able to perform independent background investigations on perspective employees. The team leader position also sits on review boards and helps determine the candidacy of employment for perspective applicants.

Occasionally, periodic checks of the CODIS DNA computer system will reveal a match or "hit" between a convicted offender in the database and evidence previously submitted in a case where the initial analysis revealed a non-match. Any time a "hit" or match is made by the CODIS DNA computer system, this position may have to generate and serve an Affidavit and search warrant. This position has been involved in obtaining and serving search warrants pursuant to CODIS generated "hits". As more offenders are entered into the computer system and more cases are typed with DNA techniques, this job function will increase in frequency.

The position is also one of the three Team Leaders for the Molecular Genetics Section. Team Leaders are the Molecular Genetics Section's front line supervisors. In this capacity they are responsible for assigning and approving work of members of their Team and for the administrative management functions associated with their unit, including but not limited to, reviewing the expense accounts, generating supply orders, regulating overtime funds, time management functions, and advising the Special Agent In Charge on new technologies available. Team Leaders will also be responsible for handling the duties of the Special Agent In Charge when he is out of the office.

***b. 30% - Analyzing of evidence:**

This analyst is one of only two analysts in the section currently qualified to perform Body fluid analysis as well as PCR STR DNA typing analysis and has also had training in the identification of marijuana.

The day-to-day lab work of a Forensic Molecular Geneticist in the Body Fluid Unit involves the examination of articles of evidence for the presence of blood or other body fluids such as semen and saliva (often contaminated with sweat, urine, fecal material, or vaginal fluid), the identification of the body fluid and its species origin. This analysis involves screening large amounts of evidence from multiple sources for the presence of a body fluid and then determining its evidentiary value in the case.

Forensic Molecular Geneticists at a level II position or higher will work the most complex type of cases

received, including all homicide cases.

The Molecular Geneticist in the STR DNA Analysis Unit is responsible for analyzing evidence using DNA typing tests to compare unknown body fluids with known standards. This involves receiving evidence in the form of blood and other body fluids, performing the DNA analysis on that evidence, writing a report based upon that analysis and then testifying to the findings in court.

The Molecular Geneticist can be called upon to assist the drug chemistry section to analyze marijuana cases at anytime.

Blood analysis

Blood analysis involves several steps:

Visual examination of articles of evidence such as clothing, weapons, vehicles, and household objects reveal blood as stains or crusts. Various lighting conditions or microscopy may be used.

Preliminary testing is done with the phenolphthalin test on a rubbing of a suspected area. The analyst must also have a knowledge of other current and historical tests serving a similar purpose, including the benzidine, ortho-tolidine, chloromazine, leuco malachite green, tetramethyl-benzidine, and peroxide tests.

Stains testing positive with the preliminary test is confirmed as human blood with the ABACard HemaTrace test which involves reacting a small eluate of sample with a commercially prepared substrate involving an antigen antibody reaction. Blood can be confirmed using a microcrystalline test known as the Takayama test, which involves reacting a small amount of material on a microscope slide with freshly made reagent to obtain hemochromogen crystals, viewed under a microscope. Species origin can be determined by reacting an extract of the sample with commercially prepared antisera in the Ring Precipitin or Ouchterlony tests. The analyst must be knowledgeable of other tests such as cross-over electrophoresis and radio-immuno assay. Testing for animal blood is routinely done on wildlife protection cases and hit-and run cases.

If the stain is of human origin, the analyst then determines if the evidence meets the DNA case acceptance policy or is sent back to the investigating agency.

Body Fluid Analysis

Semen identification starts with screening suspected stains by the acid phosphatase test. Confirmation consists of microscopic identification of spermatozoa using a differential stain procedure on an extracted sample of suspected stain on a microscope slide. This is then viewed at high magnification on a microscope. In the absence of spermatozoa, another confirmatory test, ABACard p30, is used to identify semen.

Saliva testing involves testing for elevated levels of amylase, which is an indication of, but not specific for saliva. This is performed with commercial test kits on a stain extract and compared to a visual table of known positives or read at 620 nm on a spectrophotometer.

STR DNA Analysis

Forensic DNA analysis is conducted because it provides the best method of determining differences between two individuals. Therefore, forensic DNA analysis provides the best method of excluding individuals who have been falsely accused of committing a crime.

Forensic DNA analysis using the PCR STR method involves basically a five-step process. The first step in this process is the isolation and purification of DNA from evidentiary samples as well as known standards. Because of the extreme sensitivity of this DNA technology, great care must be exercised to ensure that there is no cross

contamination between any forensic samples. For this reason, the DNA extraction procedure for the evidentiary samples is separated by time and/or space from the known standards. Also, each piece of evidence is placed into its own separate test tube and the entire procedure is performed using strict aseptic techniques. To perform the DNA extraction, chemicals are added to the samples which break open the cells releasing the DNA into solution. The DNA for each sample is concentrated using a membrane filtration system.

Quantitation of extracted DNA is required using a slot-blot apparatus. Chemiluminescent technology is utilized to effectively determine the amount of human DNA present. This process involves taking extracted DNA from known and question samples and fixing them to a membrane through a slot-blot apparatus. The apparatus uses a vacuum to pull the sample through a well and onto a membrane. Once the DNA is on the membrane, it is probed with a human specific probe and treated with a luminescent chemical. After the luminescent chemical is modified, it will release energy in the form of light and be detected on x-ray film. The x-ray film is developed in a large film processing machine. The relative signal strength of the image compared to known standards allows the quantitation of DNA to be performed.

Small sequences of the DNA are then copied utilizing the polymerase chain reaction process. Polymerase chain reaction (PCR) is a laboratory process where small regions of DNA are copied millions of times. The regions that are copied are called Short Tandem Repeats (STRs). To perform PCR, the DNA samples are mixed with specific primer sequences of DNA that are fluorescently tagged, enzyme, and buffer, and amplified using thermocyclers. The thermocycler acts as a molecular Xerox machine for the DNA. The thermocycler must be programmed for different temperatures and times in order to accomplish the copying process. Essentially, the DNA is "unzipped" and the primers attach to the DNA. The enzyme in the reaction mixture then allows a copy of the DNA to occur. The result is millions of copies of the DNA that is specific to the primers.

Following PCR, the amplified DNA is separated by size through a process known as electrophoresis. Electrophoresis is the separation of charged particles in an electric field. A polyacrylamide gel is prepared with wells formed in one end into which the forensic samples are injected. When placed into an electric field, the DNA fragments present in these wells separate by size forming banding patterns.

The generation of data for interpretation of the DNA samples requires the use of laser imaging equipment and extensive computer programs to evaluate the profile and compute statistical calculations. First, the DNA in the gel is then analyzed on a FMBIO gel scanner. The polyacrylamide gel containing the fluorescently-labeled DNA fragments is placed in the scanner and the laser driven fluorescent imaging equipment scans the gel and produces an image of the DNA banding patterns in the gel. The image may be further analyzed using advanced Hitachi software. The computer compiles the data and assigns allelic values to the DNA banding patterns as well as determines the relative intensity of each band. This computer analysis aids the analyst in determining stutter (a PCR artifact), band intensity differences that aids in the determination of mixtures, and allelic values of micro-variants and off-ladder variants. After computer analysis, the allelic designation for each STR locus is determined for each sample by the analyst, independent of the computer. From the results of the analysis, a match/non-match determination is made. If a match of a forensic sample to a known individual is made, the allelic designation are entered into complex computer programs that enable the analyst to estimate the frequency of the particular DNA profile in the population and enter the DNA profile into the Combined DNA Indexing System (CODIS) for comparison with DNA profiles from other cases and from convicted offenders within the State and across the United States. If there is a non-match between a forensic sample and a known sample, then the CODIS system is used to perform a search for a matching profile in the SBI DNA Database.

This analyst is responsible for reviewing STR case reports written by other section analysts. This review consists of a technical critique of data analysis, statistical computations, and conclusions. The data interpretation is checked for accuracy as well as the accuracy of the statistical calculations.

The analyst must be knowledgeable of over 2000 scientific papers regarding the analysis and typing of blood and body

fluids, both to have a thorough background and to withstand cross-examination in court. He must also be aware of assorted legal decisions and requirements on both analysis and chain of custody. His expert status must be recognized by each court in order to testify, based on his background and training. He must conduct his analysis essentially independently, subject only to review of his notes and reports, but not on the actual work involved.

Maintaining the documentation of chain of custody of evidence, writing reports, stating the results of analysis, reviewing the reports of other analysts and testifying to the results of analysis in court are also mandatory responsibilities of this position. Showing the ability to perform the DNA analysis correctly by accepting proficiency tests regularly and obtaining an accuracy of 100% is also an important duty. This testing involves both known proficiency tests as well as blind testing and being able to identify a match or non-match between two or more unknown samples. The analyst's report and findings are used routinely for police investigations, and for court by both prosecution and defense. 100% accuracy is required or justice is compromised, letting a guilty suspect go free to the detriment of public safety or sending an innocent one to jail or death. Often the analyst's work is the only determining factor in an investigation or trial.

***c. 7%** **-Communicating with public officials.**

Public Contact

Public contact requirements are an important part of this position. The analyst must project a professional image in dealing with the public, law enforcement officers, and attorneys, by telephone, written communications, and in person. He meets with officers at crime scenes and when accepting evidence; he advises court officials on the science, results, and import of his work; he represents the Bureau at public speaking engagements such as civic clubs, professional organizations, and scientific meetings. He must be courteous and aware of the legal consequences and Bureau policy when dealing with defense attorneys. Even when not on official business, his conduct and demeanor must be tempered to reflect beneficially on the Bureau and his profession. He is never "off duty"; he is never just a private citizen; he must at all times be ready to act as an officer and present the proper image of the State Bureau of Investigation.

d. 5% -Testifying to the results in court

Court

An examiner regularly participates in court proceedings throughout the State of North Carolina. Oral testimony in these actions is considered to be one of the most important responsibilities. Opinion testimony is given to the court as to the examiner's findings from analysis of evidence submitted to the laboratory and/or of evidence located, collected and preserved from crime scenes (See Section IV). Approximately 5% of this position's time is used to fulfill the obligations associated with the preparation, organization, and presentation of testimony in a trial. An examiner's participation in these proceedings may average from 12 to 36 times yearly and may require an examiner to be in court from one half of a day up to one week before being released from a subpoena.

An examiner is subpoenaed almost daily to appear or to be placed on standby for court throughout the State of North Carolina. This often requires the examiner to respond on short notice to appear in court several hundred miles from the Raleigh headquarters. Occasionally, an examiner must drive to two different locations in one day to give testimony in separate trials. The examiner must possess the ability to present scientific data in layman terms while remaining scientifically accurate and possess the ability to withstand intense cross-examination during these proceedings. Testimony must be presented in a professional, believable, and understandable manner.

Assistance is rendered to court officials by providing information and opinions in pretrial conferences which may occur either by telephone or in person. The information supplied during these pre-trial conferences is used by the prosecutor or defense attorney to prepare his case for court. Visual aids are frequently made by an examiner to illustrate crime scene diagrams or to list results of laboratory analyses for presentation to the jury. This position also requires knowledge of the rules of evidence as it applies to testimony and court proceedings and in grand jury testimony. As an expert witness, the examiner is also called upon to assist the prosecutor or defense attorney with formulating questions in the cross examination of witnesses on the stand.

The court must qualify an individual as an expert in the field of Forensic Molecular Genetics (particularly Forensic DNA Analysis or Body Fluid Identification) before expert testimony may be given. An examiner testifies in criminal cases ranging from a simple breaking and entering case to serious felony cases involving rape and murder. To that end, the testimony given by an examiner can directly corroborate or impeach statements of suspects or victims, thus impacting the administration of justice by the North Carolina court systems. The misrepresentation of testimony can deprive an innocent man of his life or liberty, or can cause a guilty party to go free.

As expected, court regularly interferes with the completion of casework, attendance of scheduled professional schools and meetings, as well as with personal and family arrangements (scheduled vacation, anniversaries or other plans). This particular aspect of this position requires an individual to be highly flexible with any outside commitments and/or family.

***e. 2% - Maintaining professional standards through training**

Training

Every Molecular Geneticist must complete an extensive training program conducted in the lab. This involves lecture material, demonstrations, practice runs, supervised runs, reading the literature, written tests, and proficiency tests. The tests must be passed with 100% accuracy. After being trained in the various sections of molecular genetics, the trainee then works selected cases under close supervision. Finally, the trainee is put into full rotation to work cases.

Each Molecular Geneticist is a Special Agent in the SBI and therefore, must compete the same training the is required for the field agents. They must attend the Basic Law Enforcement Academy/SBI Academy in Salemburg, NC, for a period of 21-24 weeks. They are instructed in law, firearms, self defense, physical fitness, laboratory analysis, field investigations, and undercover work. They must live in a dormitory in Salemburg during the week and be available for assignments 24 hours a day.

It is important to keep current in both legal and scientific literature since both are constantly changing. Every year there is in-service training for all agents. Once a year everyone must qualify with their handgun.

Every Molecular Geneticist attends at least one professional meeting a year. A Molecular Geneticist from the section always attends the Southern Association of Forensic Scientists meetings which keep this laboratory in touch with other state laboratories. Workshops and conferences are also attended in order to keep the section current with the changing technology.

***f. 2% -Maintaining documentation of chain of custody**

Documentation and Chain of Custody

The Forensic Molecular Geneticist must maintain the chain of custody by careful and accurate documents to ensure the admissibility of the evidence in a court of law.

Chain of custody is a legal term which applies to the accounting of all the successive steps involved in the handling of a specimen from the time of collection to the time of trial. The process includes four major steps (1) the initial possession of the specimen or object; (2) transport to the laboratory; (3) the method of storage at the laboratory prior to analysis; and (4) the possession of the unused portion of the specimen or object after analysis and up to the time of trial.

Maintenance of the chain of custody includes the following duties which the Forensic Molecular Geneticist must be able to perform.

- A. Note taking, sketching, and/or photographing the location of blood spatter, luminol reactions, visible blood, and various articles of evidence at the crime scene.
- B. Proper packaging and identification of any evidence collected from the crime scene.
- C. Signing the request for examination form and providing the submitting officer a copy as a receipt if evidence is delivered to the lab.
- D. Noting the condition (sealed or unsealed) and how the evidence is received at the lab if not hand delivered (FCM, Certified, UPS)
- E. Identification of the evidence submitted by marking the case number, item number, date received, analyst initials, or other marks of identification on the packaging and/or container as well as the item.
- F. Providing proper storage (refrigeration for blood) and security for evidence while in the lab.
- G. Recording the transfer of evidence within the lab by computer records.
- H. Insuring that the correct lab report and evidence are returned to the submitting officer in a sealed and secure manner.

Laboratory Records

The Forensic Molecular Geneticist must maintain records in the lab which provide information about the evidence submitted to the laboratory, procedures and methods used in analysis of the evidence and quality control of these procedures and methods.

- A. Note taking - A Forensic Molecular Geneticist must maintain detailed notes describing the physical characteristics of the evidence submitted (color, size), the location of various stains and the general condition of the evidence submitted (contamination and/or discoloration). The Forensic Molecular Geneticist must denote which stains are to be tested (location and number) and also the control areas on the article of evidence. The specific test performed, number of areas tested, and results of the test must be recorded. All tests must be done in accordance with the methods and procedures as outlined in the Molecular Genetics Section Manual. The Molecular Geneticist uses the notes he has prepared to refresh his memory in preparation for court testimony. The Molecular Geneticist's notes are subject to being taken and reviewed by court officials and may be entered into evidence.
- B. Quality Control - Records must be maintained which document that the tests were performed under the appropriate conditions (pH, time, voltage), that the reagents used in the performance of these tests worked correctly and that the control samples gave the correct results. Temperature charts of incubators, refrigerators and other equipment are also maintained.

Report Writing

The Forensic Molecular Geneticist is responsible for writing laboratory reports and crime scene investigation reports which state the results of analysis and any conclusions which can be drawn from the analysis.

- A. Crime Scene Investigation Reports - The Forensic Molecular Geneticist prepares a report describing certain observations made

at the scene of the crime. These observations may include blood spatter interpretations, luminol reaction interpretations, or visual observations of the placement of blood stains. Crime scene reports oftentimes include sketches and photographs in addition to narration which provide useful information that the investigating officers may use in attempting to reconstruct what occurred at the scene of the crime. These reports also make note of any evidence which is collected by the Molecular Geneticist to be later analyzed at the laboratory. Copies of these reports are sent to the investigating officers and district attorneys and serve as an official document which may be introduced as evidence in county proceedings.

- B. Laboratory Reports - Laboratory reports serve as official documents which state what evidence was submitted to the laboratory, what type of analysis was requested, the results of the analysis, and the disposition of the evidence. In these reports, the Molecular Geneticist makes comparisons between known and questioned samples, draws conclusions based on these comparisons and oftentimes, give statistical information as to what percentage of the population could possess certain grouping characteristics. Copies of these reports are sent to investigating officers and district attorneys. The Molecular Geneticist uses this report during oral testimony in a court trial.
- C. Validation - Records of the experiments and results of each validation study must be maintained. This is updated as new primers and procedures become available.
- D. Technical Case Review- Cases in STR technology will be reviewed by this analyst for accuracy in statistical calculations and data interpretation. The results of each case will be recorded for future updates to a population database.

***g. 1% - Assisting at crime scenes**

Crime Scene Investigations

As an "on call" law enforcement officer, the Forensic Molecular Geneticist must be prepared to travel state-wide, on very short notice, in order to offer laboratory assistance in the field at a crime scene to any requesting law enforcement agency. The assistance requested may require on site collection of visible blood, interpretation of blood spatter present, searching and seizing articles with noted body fluid stains present, chemically searching with luminol for invisible traces of blood, searching for and collecting seminal stains, and collecting standards from suspects. The Molecular Geneticist must take good field notes and have the ability to draw sketches and take photographs in order to produce an accurate final written report of the crime scene investigation. Knowledge of the laws concerning search and seizure are necessary when the Molecular Geneticist is requested to either assist in

writing a search warrant application prior to a crime scene search or actually collect articles of evidence from the scene or the suspect's person.

Collection of Body Fluids

A visual examination of the crime scene may reveal stains which appear to be blood or seminal fluid. On site preliminary tests may be conducted and if these results are positive, then the stain may be collected by cutting the material, absorbing the stain onto clean cotton threads with distilled water, or seizing the entire article as evidence.

Notes must be taken to identify the relative location from which the evidence was taken, the date and time, and the initials of the individual who collected the evidence. The evidence must be air dried and properly packaged, sealed, and secured for transport to the laboratory for further analysis by the Molecular Geneticist.

Blood Spatter Pattern Interpretation

Requests to examine the pattern(s) of visible blood stains at the crime scene are sometimes asked of the Molecular Geneticist in order to reconstruct the scenario which occurred for the officers. Valuable information concerning the direction and velocity of travel of the blood and the height and shape of the spatters may aid in corroborating statements made by witnesses.

Search and Seizure

Prior to conducting a crime scene search for evidence, legal jurisdiction and documentation must be established. Primarily, these steps are attended to by the requesting officer. The Molecular Geneticist, however, may be asked to assist in writing the search warrant application for the specific evidence to be obtained.

Likewise, prior to the collection of items or known samples being taken from the victim or suspect, legal jurisdiction and documentation must be obtained. Often, the Molecular Geneticist is consulted as to the specific methods to document and/or collect samples. The Molecular Geneticist must maintain current knowledge of the fast changing laws concerning the search and seizure of evidence so as not to jeopardize the admissibility of evidence in court.

A portion of the visual search of the crime scene may include an extensive examination in more than one location for articles of clothing, cleaning cloths, weapons, stains on car seats or in trunks, etc. which field test positive for body fluids relevant to the case and can be collected as evidence. Once the evidence is secured, the Molecular Geneticist shares the legal burden with other officers in preparing an Inventory List of the evidence seized.

Luminol Testing

The most frequently requested field test conducted by the Forensic Molecular Geneticist is the luminol test for the presence of blood which is not readily visible to the unaided eye. Luminol is a chemical mixture which is sprayed over an area in the dark and reacts with blood by producing a very low level of light. Distinct patterns made from blood such as a body outline, wipe patterns, shoe tracks, hand prints, and sears may be detected with luminol. The interpretation of luminol reactions are not specifically confined to blood in origin. Consequently, further field testing also must be performed to identify presumptive blood stains. The indication of the presence of blood and the particular patterns which can be revealed with luminol test often serve as important investigative leads, and directly or indirectly may lead to the discovery of other evidence.

II. B. OTHER POSITION CHARACTERISTICS:**1. ACCURACY REQUIRED IN WORK**

One hundred percent (100%) accuracy is required in all results. Determinations must be conclusive and unequivocal since an error can cost an innocent individual his life or liberty and allow a guilty offender to possibly commit his crime again. Also, the reputation of the analyst, his job, and the credibility of the lab is in jeopardy when one is not exact in his work. Constant proficiency testing is undergone to assure that each analyst produces accurate results and interpretations.

2. CONSEQUENCE OF ERROR

As noted above, the greatest error is to report an erroneous result which would assist in the conviction of a falsely accused individual. This could deny the person several years of freedom (if not his life) and could also result in a lawsuit for the State.

3. INSTRUCTION PROVIDED TO EMPLOYEE

This position is expected to perform independent DNA analysis on evidential material, issue a report and testify to findings in court. In addition, this analyst is expected to provide a sub-supervisor management level role to one of the units in the section.

4. GUIDES, REGULATIONS, POLICIES AND REFERENCES USED BY EMPLOYEE

The policies, guidelines, and procedures used by the employee include the NC General Statutes, the SBI Policy and Procedures Manual, the SBI Crime Laboratory Policy and Procedures Manual, the SBI Molecular Genetics Section Policy and Procedures Manual, the SBI Molecular Genetics Section Safety Manual, NC Department of Justice Policy and Procedures, ACSLD-LAB Certification Standards, and TWGDAM Quality Assurance guidelines, CALEA Accreditation guidelines, and state laws governing search, seizure and arrest.

5. SUPERVISION RECEIVED BY EMPLOYEE

The work of this position is reviewed twice annually in accordance with the state's Performance Management System. After training, all casework is completed independently, with only the final work product reviewed in accordance with section and agency quality assurance, quality control, and accreditation guidelines. Management skills are observed on a daily basis and are subject to OSP guidelines.

6. VARIETY AND PURPOSE OF PERSONAL CONTACT

The employee is in daily contact with members of the law enforcement community, members from the general scientific community, and members of the forensic serology community from across the U.S. The purposes of these contacts are to establish leads, give advise and direct law enforcement officers on procedures to be followed for the collection, preservation, and submission of evidence, or to refine a particular technique with the assistance of a contact in another state.

7. PHYSICAL EFFORT

The employee may be required to perform light to medium work at times.

8. WORK ENVIRONMENT AND CONDITIONS

One hundred percent (100%) of the analyst's time involves working with blood and body fluids from an individual who may be carrying viruses for AIDS, hepatitis, herpes, VD, TB, etc. In addition, contact is also made with several carcinogenic and embryo toxic materials on a routine basis.

9. MACHINES, TOOLS, INSTRUMENTS, EQUIPMENT, AND MATERIALS USED

SigSauer Model P220 .45cal handgun, state owned automobiles, Maglite, sophisticated computers and software, Ultraviolet/Visible Spectrophotometer, Electrophoresis tanks and power supplies, Ultraviolet illuminator, Polaroid cameras, Nikon SLR camera, carousel slide projector, photographic film processor, film duplicator, autoclave, incubators, vacuum oven, microwave oven, hot plates/stirrers, heat blocks, vortex, rotators, balances, centrifuges, pipettors, pouch sealer, solution dispensers, hybridization incubators, FMBIO DNA Scanner/sequencer, thermocycler, scintillation counter, and lasers.

10. VISUAL ATTENTION, MENTAL CONCENTRATION AND MANIPULATIVE SKILLS

In performing casework, the visual senses are used predominantly and require close attention. This is primarily the case when examining scanned images, ensuring that samples match their respective case numbers, etc. This position requires that the individual be attentive and mentally alert at all times for mistakes can be dreadfully consequential. One must continually check the work being performed to make sure each task is correct and can be accountable before superiors and courts of law.

11. SAFETY OF OTHERS

Extreme care must be taken to prevent the spread of contamination by hazardous materials. Special care is taken to avoid contamination of all analysts casework by amplified DNA product.

12. DYNAMICS OF WORK

The forensic analysis of evidence using DNA techniques is currently in a state of change and most likely will remain so for several years to come. The basic methods in use today will gradually be phased out in the near future to incorporate use of newer DNA methodology than currently in use or being implemented/validated now.

III. KNOWLEDGE, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS

A. KNOWLEDGES, SKILLS AND ABILITIES

1. Additional knowledge, skills, and abilities to perform as an SBI Agent are as follows: A working knowledge of the methods, procedures and practices used in the investigation of criminal offenses, and the principles of securing and identifying a variety of crime related evidence.
2. The ability to investigate criminal cases, to interpret and apply criminal law of North Carolina in investigations, to make arrests, to prepare comprehensive and detailed reports pertaining to individual cases, to present efficient court testimony, to apply the principles, techniques, and procedures of modern criminal investigation, and the use of evidence in criminal case investigations.
3. The ability to use firearms and tools and equipment involved in evidence collection and preservation effectively.
4. The ability to establish and maintain favorable working relationships with other law enforcement agencies and officers.
5. The Agent must maintain a physical condition which permits certification by the North Carolina Justice Standards Commission for law enforcement officers.
6. A minimum educational requirement of a Bachelor's Degree in a Biological Science for a background to understand the specialized area of forensic molecular genetics and related other related tests as well as the completion of the SBI Academy.
7. Laboratory skills demonstrating the manual dexterity and ability required to conduct forensic tests.
8. Excellent physical and mental health sufficient to pass the SBI Academy and withstand the stress and physical demand of long hours at the laboratory and at crime scenes.
9. A thorough knowledge of the laws and regulations regarding the analytical and enforcement work performed. Special emphasis on the laws concerning admissibility of DNA evidence, expert witness testimony, the laws and case law governing discovery, search and seizure are critical.
10. The ability to establish and maintain favorable working relationships with other law enforcement officers, district and defense attorneys, the news media, judges, and forensic scientists.
11. Thorough knowledge of how to use computer hardware/software to manipulate and integrate data generated.
12. The ability to organize, analyze, and process data with scientific accuracy and serve as an expert witness in court hearings and trials.
13. The ability to manage personnel in the Section and handle personnel issues that arise in accordance with OSP guidelines.
14. The ability to assess the performance of employees and suggest appropriate changes to improve performance and to see that employees obtain the best and most appropriate training available.
15. The ability to write and serve search warrants for blood, saliva, and hair standards pursuant to a DNA CODIS "hit," and to defend the search warrant in a court of law if challenged.
16. The ability to travel anywhere in the State at a moment's notice for court or crime scene assistance.
17. An expert knowledge of the background literature in the field of forensic molecular genetics in order to train new employees.

B. 1. REQUIRED MINIMUM TRAINING

Bureau Agents are required to complete the SBI Academy. A minimum educational requirement is a Bachelor's Degree in a Biological Science. Agents in this position will have completed additional hours of in-house training in their specialty area.

2. ADDITIONAL TRAINING/EXPERIENCE

Formal education does not fully prepare an individual for entry into this position. This formal education is a minimum level for a trainee. In order to become a fully trained analyst, an individual with a college degree must undergo an in-house training program and complete course work in genetics, biochemistry, and graduate molecular genetics. In addition, Agents will receive additional in-service law enforcement training each year. Formal management training is a must in preparing an individual for accepting the responsibilities associated with this position. Types of training that are available for this position include: EEOI, Workplace Harassment, Interactive Management, Supervision for Managers and Professionals, AOMP and/or PMP. Yearly training is also received at in-service.

3. EQUIVALENT TRAINING AND EXPERIENCE

No training and/or experience can substitute for this educational requirement, especially the SBI Academy and in-house training in the area of specialization. It is the critical building block necessary for subsequent training and experience.

C. LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:

Bureau Agents must be certified law enforcement officers. No license or certificate is required to perform laboratory duties, however, the examiner must satisfy the trial judge in each case before being allowed to testify. This is called being court qualified.

IV. CERTIFICATION: Signatures indicate agreement with all information provided, including designation of essential functions.

Supervisor's Certification: I certify that:

- a. I am the Immediate Supervisor of this position; that
- b. I have provided a complete and accurate description of responsibilities and duties; and
- c. I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature:

Title:

Date:

Employee's Certification: I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature:

Title:

Date:

Section or Division Manager's Certification: I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature:

Title:

Date:

Department Head or Authorized Representative's Certification: I certify that this is an authorized, official position description of the subject position.

Signature:

Title:

Date:
