

OCCUPATIONAL GROUP: Public Safety

CLASS FAMILY: Forensics

CLASS FAMILY DESCRIPTION:

This family of positions includes those who are responsible for handling the physical evidence of a crime in a laboratory setting, conducting tests and analyses.

CLASS TITLE: Forensic Technician

DISTINGUISHING CHARACTERISTICS:

These positions perform full performance-level forensic laboratory work or providing for the custody of all evidence submitted by law enforcement agencies. They are distinguished from Evidence Coordinator by the absence of supervisory duties. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Processes the intake, security, storage, chain of custody of evidence and property; assigns each submitted item a laboratory case number, section case number, and storage location.
- Receives, examines, evaluates, organizes, and inventories evidence; screens evidence for its potential probative value and for compliance with established laboratory standards.
- Collects, identifies, and preserves evidence; photographs evidence and evidence containers.
- Prepares chemical reagents and supplies for the use in DNA testing; extracts and quantitates DNA from biological materials
- Prepares various records, forms, and receipts.
- Provides courtroom testimony consistent with caseload as necessary.
- Prepares and disposes of evidence as directed; performs general destruction; prepares related paperwork concerning evidence disposal.
- Packages and mails evidence and property according to state and federal statutes and/or department procedures.
- Processes hazardous materials and waste in compliance with established regulations and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the procedures utilized in analysis of evidence; West Virginia State Police Forensic Laboratory policies and procedures.
- Knowledge of basic laboratory equipment, technology, techniques and practices.
- Knowledge of the proper handling of biohazardous materials.
- Knowledge of scientific principles and practices used in biochemistry and forensic biology.
- Ability to maintain accurate records.

- Ability to maintain efficient working relationships with law enforcement agencies.
- Ability to operate a personal computer.
- Ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four-year high school or equivalent.

Experience: 2-4 years of full-time paid experience in law enforcement or related field.

Education & Experience Substitution: An Associate's or bachelor's degree in criminal justice or related field from an accredited four-year college or university may be substituted on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Forensics Technician Coordinator

DISTINGUISHING CHARACTERISTICS:

These positions serve as a working supervisor to the Forensic Technician position, and may also supervise clerical or office support staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Makes work assignments to employees; reviews the work of subordinates to ensure accuracy.
- Trains employees in proper work methods; evaluates employees' performance; recommends corrective action; answers inquiries from employees; relays information from management.
- Processes the intake, security, storage, chain of custody of evidence and property; assigns each submitted item a laboratory case number, section case number, and storage location.
- Packages and mails evidence and property according to state and federal statutes and/or department procedures.
- Receives, examines, evaluates, organizes, and inventories evidence; screens evidence for its potential probative value and for compliance with established laboratory standards.
- Collects, identifies, and preserves evidence.
- Photographs evidence and evidence containers.
- Performs, under direct supervision, basic evidentiary examinations.
- Prepares various records, forms, and receipts.
- Maintains files of all receipts and documents processed; performs archiving of out-dated cases.
- Provides courtroom testimony consistent with caseload as necessary.
- Prepares and disposes of evidence as directed; performs general destruction; prepares related paperwork concerning evidence disposal.
- Assists and performs various administrative support tasks in supporting unit.
- Assists state police personnel and other law enforcement agencies with general information and inquiries concerning submission of evidence.

- Processes hazardous materials and waste in compliance with established regulations and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the procedures utilized in analysis of evidence; West Virginia State Police Forensic Laboratory policies and procedures.
- Ability to plan, assign, and coordinate the work of employees.
- Knowledge of basic laboratory equipment, technology, techniques and practices.
- Ability to maintain accurate records.
- Knowledge of the proper handling of biohazardous materials.
- Ability to maintain efficient working relationships with law enforcement agencies.
- Ability to operate a personal computer.
- Ability to communicate effectively orally and in writing.
- Ability to supervise others.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four-year high school or equivalent.

Experience: 3-4 years of full-time paid experience as an Evidence Technician 1 or related law enforcement field, and 2 years of fulltime paid supervisory experience.

Education & Experience Substitution: An Associate's or bachelor's degree in criminal justice or related field from an accredited four-year college or university may be substituted on a year-for-year basis for the 4 years of Evidence Technician experience.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Morgue Technician

DISTINGUISHING CHARACTERISTICS:

These positions perform work at the full performance level by assisting in post-mortem examinations. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assists in the performance of post-mortem exams at the discretion of the medical examiner according to the requirements of individual cases, which may include obtaining toxicological samples, taking and developing X-rays, and dissection of internal organs.
- Prepares body for transportation to the funeral home, including cleaning body and suturing of incisions.
- Disposes of internal organs by incineration.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of regular autopsy techniques and instruments and X-ray equipment and procedures.
- Knowledge of basic anatomy.

- Knowledge of basic inventory and record keeping procedures.
- Ability to perform basic laboratory procedures.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four year high school or the equivalent.

Experience: 0-1 years of medical or other technically related experience.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Morgue Technician Coordinator

DISTINGUISHING CHARACTERISTICS:

These positions perform work at the full performance level. They oversee and supervise the post-mortem process. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assists in the performance of post-mortem exams at the discretion of the medical examiner according to the requirements of individual cases, which may include obtaining toxicological samples, taking and developing X-rays, and dissection of internal organs.
- Assigns work to other Morgue Technicians; evaluates the morgue equipment condition and functionality; maintains morgue supply inventory.
- Prepares body for transportation to the funeral home, including cleaning body and suturing of incisions.
- Disposes of internal organs by incineration.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of regular autopsy techniques and instruments and X-ray equipment and procedures.
- Knowledge of basic anatomy.
- Knowledge of basic inventory and record keeping procedures.
- Ability to perform basic laboratory procedures.
- Ability to function as lead worker.

MINIMUM QUALIFICATIONS:

Education: Graduation from a standard four year high school or the equivalent.

Experience: 2-3 years of medical or other technically related experience.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Forensic Specialist 1

DISTINGUISHING CHARACTERISTICS:

These positions are training level positions, in which the employee provides technical assistance to higher-level forensic specialists. They perform fundamental and routine tasks and examinations in accordance with well-defined and established procedures. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Learns discipline related protocols and procedures.
- Learns methodology in performing critical analysis of evidence in criminal cases.
- Maintains computer log of cases received.
- Processes evidence with chemicals, powders and electrolysis.
- Photographs examination results.
- Crime scene processing of bodily fluids, fingerprints, trace evidence, etc.
- Obtains fingerprints from corpses.
- Evaluates and compares latent prints, footwear evidence, questioned documents and firearm evidence.
- Processes evidence using scientific equipment such as gas chromatographs, mass spectrometers, and infrared spectrometers.
- Prepares routine chemical standards and reagents.
- Conduct various examinations performed in the firearm and toolmark sections.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic laboratory equipment, technology, techniques and practices.
- Knowledge of the procedures and interpretations utilized in performing the analysis of evidence.
- Knowledge of law enforcement practices and procedures.
- Knowledge of the history and modern manufacture of firearms and ammunition as well as the manufacturing processes of tools.
- Knowledge of how firearms function as well as have the ability to fully understand and determine the
- mechanical function of every firearm submitted to the laboratory
- Ability to maintain accurate records.
- Ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited four-year college or university with a major in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences, or related field.

Experience: None.

Education & Experience Substitution: 3-4 years of experience as a qualified forensic laboratory firearms examiner may be substituted for bachelor's degree for firearms section only.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Forensic Specialist 2

DISTINGUISHING CHARACTERISTICS:

These positions perform technical work, conducting standard examinations of various specimens or digital evidence and are responsible for the issuance of official laboratory reports regarding those examinations. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts examinations of suspected controlled substances, biological materials, accelerants, gunshot residues, illegal liquors, falsified documents, latent fingerprints, discharged weapons, tool markings, glass fractures and other trace evidence.
- Examines digital evidence; log, photograph, process, and analyze digital media to obtain evidentiary data.
- Documents the examination results.
- Accepts and receipts evidence; maintains the chain of custody on submitted evidence.
- Submits all records as required by Division rules, regulations or other directives.
- Responsible for the general appearance, maintenance and security of any assigned office or laboratory area.
- Responsible for the proper use, maintenance, necessary replacement and security of all personal and individual issue equipment.
- Responsible for the proper use, care and maintenance of all Division owned or maintained, assigned or utilized transportation equipment.
- Responsible for the proper documentation, routing and dissemination of all messages and information as received.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of laboratory equipment, technology, techniques and practices.
- Knowledge of the procedures and interpretations utilized in performing the analysis of evidence.
- Knowledge of law enforcement practices and procedures.
- Knowledge of the history and modern manufacture of firearms and ammunition as well as the manufacturing processes of tools.
- Knowledge of how firearms function as well as have the ability to fully understand and determine the
- mechanical function of every firearm submitted to the laboratory
- Ability to maintain accurate records.
- Ability to communicate effectively orally and in writing.
- Ability to perform essential tasks with minimal supervision.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited four-year college or university with a major in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences, or related field.

Experience: 1-2 year of full-time or equivalent part-time paid experience analysis of evidentiary material.

Education & Experience Substitution: Four years of experience as a qualified forensic laboratory firearms examiner may be substituted for bachelor's degree for firearms section only.

Certificates, Licenses, Registrations: N/A

FOR REALLOCATION OR PROMOTIONAL PURPOSES ONLY

Experience: One year of full-time or equivalent part-time paid experience as a Forensic Analyst 2 in the currently assigned discipline OR one year of full-time or equivalent part-time paid experience as a Forensic Analyst 2 and completion of training criteria in a newly assigned discipline.

CLASS TITLE: Forensic Specialist 3

DISTINGUISHING CHARACTERISTICS:

These positions perform technical work, conducting a high volume of complex scientific examinations of biological materials submitted as evidence during criminal investigations. They may lead a number of other, lower-ranked forensic specialists or lab technicians. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts scientific examinations of suspected controlled substances, biological materials, accelerants, gunshot residues, illegal liquors, falsified documents, latent fingerprints, discharged weapons, tool markings, glass fractures and other trace evidence.
- Documents the examination results and transmits those results to the submitting authority.
- Submits all records as required by Division rules, regulations or other directives.
- Provides court testimony regarding the results of the analysis and prepares courtroom presentations.
- Responsible for the general appearance, maintenance and security of any assigned office or laboratory area.
- Responsible for the proper use, maintenance, necessary replacement and security of all personal and individual issue equipment.
- Responsible for the proper use, care and maintenance of all Division owned or maintained, assigned or utilized transportation equipment.
- Responsible for the proper documentation, routing and dissemination of all messages and information as received.
- May instruct law enforcement officers in the proper identification, collection and submission of criminal evidence as it relates to area of expertise.
- Accepts and receipts submitted evidence.

- Maintains the chain of custody on submitted evidence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic laboratory equipment, technology, techniques and practices.
- Knowledge of the procedures and interpretations utilized in performing the analysis of evidence.
- Knowledge of law enforcement practices and procedures.
- Knowledge of the history and modern manufacture of firearms and ammunition as well as the manufacturing processes of tools.
- Knowledge of how firearms function as well as have the ability to fully understand and determine the
- mechanical function of every firearm submitted to the laboratory
- Ability to maintain accurate records.
- Ability to communicate effectively orally and in writing.
- Ability to perform essential tasks with minimal supervision.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited four-year college or university with a major in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences, or related field.

Experience: 2-3 years of full-time or equivalent part-time paid experience in the analysis of evidentiary material.

Education & Experience Substitution: A Master's degree from a regionally accredited college or university in forensic science or related field may be substituted for 1 year of the required experience. 4 of experience as a qualified forensic laboratory firearms examiner may be substituted for bachelor's degree for firearms section only.

Certificates, Licenses, Registrations: N/A

FOR REALLOCATION OR PROMOTIONAL PURPOSES ONLY

Experience: One year of full-time or equivalent part-time paid experience as a Forensic Analyst 2 in the currently assigned discipline OR one year of full-time or equivalent part-time paid experience as a Forensic Analyst 2 and completion of training criteria in a newly assigned discipline.

CLASS TITLE: Forensic Specialist 4

DISTINGUISHING CHARACTERISTICS:

These positions perform technical work, conducting a high volume of complex scientific examinations of biological materials submitted as evidence during criminal investigations. They may lead a number of other, lower-ranked forensic specialists or lab technicians. These positions perform administrative, training, or technical responsibilities that go beyond the standard duties of level 3 specialists. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts complex scientific examinations of suspected controlled substances, biological materials, accelerants, gunshot residues, illegal liquors, falsified documents, latent fingerprints, discharged weapons, tool markings, glass fractures and other trace evidence.
- Documents the examination results and transmits those results to the submitting authority.
- Provides court testimony regarding the results of the analysis and prepares courtroom presentations.
- Instructs and orients new laboratory employees.
- Manages or coordinates the laboratory's computer systems.
- Assumes administrative and regulatory duties regarding laboratory security, safety, or quality control.
- Plans, coordinates, evaluates and implements major technical programs within the laboratory; resolves major problems in defining technical protocols, breakdowns of equipment, abnormal test results, and the need for deviations from standard procedures; advises employees on functioning of a variety of equipment and instruments, techniques, procedures and underlying scientific principles; oversees and conducts in-service training of employees.
- Plans and conducts laboratory validation testing programs; confers with fellow scientists exploring new topic areas, determines the superiority of certain tests or technical strategies over others; provides demonstrations for laboratory analysts.
- Ensures the correct operation, calibration and maintenance of the scientific instruments.
- Submits all records as required by Division rules, regulations or other directives.
- Responsible for the general appearance, maintenance and security of any assigned office or laboratory area.
- Responsible for the proper use, care and maintenance of all Division owned or maintained, assigned or utilized transportation equipment.
- Responsible for the proper documentation, routing and dissemination of all messages and information as received.
- Accepts and receipts submitted evidence.
- Maintains the chain of custody on submitted evidence.

- May instruct law enforcement officers in the proper identification, collection and submission of criminal evidence as it relates to area of expertise.
- May assign normal or special duties to section personnel.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of investigative and laboratory techniques.
- Knowledge of law enforcement practices and procedures.
- Ability to interpret findings and to prepare scientific reports.
- Ability to communicate effectively orally and in writing.
- Ability to perform essential tasks with minimal supervision.
- Ability to assume increasing levels of responsibilities and/or duties.

- Ability to effectively train new employees.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited four-year college or university with a major in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences, or related field.

Experience: 3-4 years of full-time or equivalent part-time paid experience as a Forensic Analyst.

Education & Experience Substitution: A Master's degree from a regionally accredited college or university in forensic science or related field may be substituted for one year of the required experience.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Forensic Specialist 5

DISTINGUISHING CHARACTERISTICS:

These positions are responsible for the overall supervision of lower level laboratory employees under the general direction of the laboratory director. They are distinguished by the degree of responsibility for ensuring Forensic Analyst competency and the accuracy of laboratory results. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Assigns normal or special duties to section personnel.
- Ensures introductory and on-going training in area of expertise.
- Accepts and receipts submitted evidence.
- Maintains the chain of custody on submitted evidence.
- Conducts scientific examinations of suspected controlled substances, biological materials, accelerants, gunshot residues, illegal liquors, falsified documents, latent fingerprints, discharged weapons, tool markings, glass fractures and other trace evidence.
- Documents the examination results and transmits those results to the submitting authority.
- Provides court testimony regarding the results of the analysis and prepares courtroom presentations.
- Instructs and orients new laboratory employees; oversees the completion of assignments and reports.
- Ensures the correct operation, calibration and maintenance of the scientific instruments.
- Submits all records as required by Division rules, regulations or other directives.
- Responsible for the general appearance, maintenance and security of any assigned office or laboratory area.
- Responsible for the proper use, maintenance, necessary replacement and security of all personal and individual issue equipment.
- Responsible for the proper use, care and maintenance of all Division owned or maintained, assigned or utilized transportation equipment.

- Responsible for the proper documentation, routing and dissemination of all messages and information as received.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of investigative and laboratory techniques.
- Knowledge of law enforcement practices and procedures.
- Ability to interpret findings and to prepare scientific reports.
- Ability to communicate effectively orally and in writing.
- Ability to effectively supervise and manage personnel.
- Ability to ensure the proper training of subordinates.
- Ability to interact and communicate with all levels of supervisory personnel and subordinates.
- Ability to coordinate directives given by laboratory director.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited four-year college or university with a major in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences, or related field.

Experience: 4-6 years of full-time or equivalent part-time paid experience in the analysis of evidentiary material, at least one year of which must have been in a lead worker or supervisory capacity.

Education & Experience Substitution: A Master's degree from a regionally accredited college or university in forensic science or related field may be substituted for 1 year of the required experience excluding the one year of lead worker or supervisory experience. 4 of experience as a qualified forensic laboratory firearms examiner may be substituted for bachelor's degree for firearms section only.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Forensic Program Manager

DISTINGUISHING CHARACTERISTICS:

These positions are responsible for a forensic program. They monitor laboratory practices and verify compliance with policies and procedures. These positions typically do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs and administers a forensic program; ensures compliance with accreditation standards.
- Identifies, evaluates, and remediates technical issues related to procedures, equipment, and protocols.
- Assists supervisor with day-to-day operations of the unit.
- Coordinates, conducts, and oversees annual internal/external laboratory audits.
- Prepares and authorizes the release of case records.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of laboratory operations and procedures.
- Knowledge and understanding of accreditation and quality assurance standards.
- Ability to identify technical problems and implement corrective actions.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited four-year college or university with a major in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences, or related field.

Experience: 6 -7 years of full-time or equivalent part-time paid experience in the forensics, one year of which must have been in a supervisory capacity.

Education & Experience Substitution: A Master's degree from a regionally accredited college or university in forensic science or related field may be substituted for 1 year of the required experience excluding the one year of supervisory experience. **Certificates, Licenses,**

Registrations: N/A

CLASS TITLE: Deputy Chief Medical Examiner**DISTINGUISHING CHARACTERISTICS:**

This position serves as chief assistant to the Chief Medical Examiner and performs professional medical work of an administrative nature and is responsible for supervising medical services. Performs related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Perform forensic postmortem body examinations; collects samples and evidence as deemed necessary; reviews available macroscopic, microscopic and laboratory findings in light of the overall death investigation findings to establish identification; complete death certificates, generate written documentation and interpretation of findings, and provide related expert witness testimony in depositions and court proceedings.
- Assists the Chief medical Examiner in overseeing the clinical aspects of the death investigations conducted by OCME including quality assurance reviews of the death investigation reports generated by the OCME pathologists (physician specialists/physician director).
- Provide on call/after hours and daily consultation support to OCME death investigators and Deputy Chief Medical Examiners as needed in the determination of jurisdiction and disposition of deaths reported to OCME.
- Reviews death certificates submitted by funeral homes requesting cremation authorization by OCME; reviews death certificates submitted by Vital Registration to OCME to amend or re-issue in order to address information that is incomplete or incorrectly completed by clinicians.

- Participates in instruction of medical students on elective rotation with OCME, focusing on anatomy, pathology, and death certification; provides periodic didactic lectures and individual instruction to death investigators in the area of Forensic Pathology and medico-legal death investigation.
- Participates in OCME threat preparedness/mass fatality response training, planning and exercise activities.
- Coordinates OCME web based database project, assisting in activities related to the database development, implementation, user access, report design, troubleshooting problems, data entry/ backfilling, ongoing vendor support and maintenance contracts, and planning/execution of system upgrades.
- Coordinates the scheduling, orientation, and daily activities for medical students on elective rotation with OCME; completes performance evaluation reports for each student for their respective medical schools.
- Pursues appropriate continuing medical education in field of specialty, required to maintain a physician medical licensure in West Virginia.
- Assumes the responsibilities of the Chief Medical Examiner in their absence.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the theory, principles and practices of general clinical medicine and techniques involved.
- Knowledge of general and forensic pathology and principles of death investigation.
- Knowledge of forensic sciences pertaining to overall death investigation.
- Knowledge of West Virginia State Code and Rules pertinent to OCME mission.
- Skill in performing autopsy related procedures and tasks.
- Skills in effective public speaking, teaching, instruction and providing expert witness testimony.
- Ability to exercise judgment and discretion in applying and interpreting policies and procedures.
- Ability to direct and evaluate the work of health professionals and administrative supervisors.
- Ability to analyze and evaluate programs and resource allocation choices; ability to make recommendations relating to fiscal and budgetary control; analyze results and interpret findings; to write technical reports and to render complex opinions.
- Ability to stimulate initiative, encourage independent effort and plan programs to allow maximum delegation of day-to-day operational authority.
- Ability to maintain effective relationships with local and state officials, civic groups, staff, and clients.

MINIMUM QUALIFICATIONS:

Education: Graduation from an approved school of medicine or osteopathy as evidenced by a temporary or permanent license to practice in the State of West Virginia.

Experience: 2-4 years of experience in the practice of medicine or osteopathy which can include experience in a post-graduate training program.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Chief Medical Examiner

DISTINGUISHING CHARACTERISTICS:

This position performs highly professional and advanced work in directing the statewide medical examiner system. This position directs and coordinates a comprehensive medicolegal investigative program to determine cause and manner of unnatural deaths. Performs related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directly oversee Deputy Chief Forensic Pathologists clinical practice as well as general direction of death investigations conducted by OCME.
- Provides Clinical Forensic Pathologist services; performs autopsies and directs investigations reports; oversees the production of death certificates; presents expert testimony to courts.
- Serves as contact liaison for other agencies at the level of policy and procedural development, review and implementation.
- Perform forensic postmortem body examinations; collects samples and evidence as deemed necessary; reviews available macroscopic, microscopic and laboratory findings in light of the overall death investigation findings to establish identification; complete death certificates, generate written documentation and interpretation of findings, and provide related expert witness testimony in depositions and court proceedings.
- Determines the program objectives and standards for the county health department or state facility working within the policy guidance of the local board of health and/or the state health department and all applicable health laws; confers with appropriate governing body on policy formulation and interpretation of current policy.
- Plans and approves general administrative and medical activities facility; provides administrative supervision and technical guidance to nurses and other technical/medical staff.
- Determines the proper limit of lower level supervisory authority; delegates day-to-day supervisory responsibilities to full-time administrative personnel.
- Evaluates the performance of unit supervisors.
- Prepares or directs the preparation of correspondence, educational material, administrative reports, financial and budgetary statements; maintains proper fiscal control by approving purchases and evaluating the cost effectiveness of new programs.
- Advises personnel on the conduct of medical procedures, the interpretation of regulations and on administrative, personnel and budgetary matters.
- Recommends improvements and changes to the Medical Examiner system pertaining to fiscal, personnel, equipment and facility resources.
- Confers with and talks to various local officials, local civic groups, state officials, and professional organizations to explain and promote department programs, financing problems, and to coordinate mutual program objectives.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the theory, principles and practices of general clinical medicine and techniques involved.
- Knowledge of general and forensic pathology and principles of death investigation.
- Knowledge of forensic sciences pertaining to overall death investigation.
- Knowledge of West Virginia State Code and Rules pertinent to OCME mission.
- Skill in performing autopsy related procedures and tasks.
- Skills in effective public speaking, teaching, instruction and providing expert witness testimony.
- Ability to exercise judgment and discretion in applying and interpreting policies and procedures.
- Ability to direct and evaluate the work of health professionals and administrative supervisors.
- Ability to analyze and evaluate programs and resource allocation choices; ability to make recommendations relating to fiscal and budgetary control; analyze results and interpret findings; to write technical reports and to render complex opinions.
- Ability to stimulate initiative, encourage independent effort and plan programs to allow maximum delegation of day-to-day operational authority.
- Ability to maintain effective relationships with local and state officials, civic groups, staff, and clients.

MINIMUM QUALIFICATIONS:

Education: Graduation from an approved school of medicine or osteopathy as evidenced by a temporary or permanent license to practice in the State of West Virginia.

Experience: 4-6 years of experience in the practice of medicine or osteopathy which can include experience in a post-graduate training program.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Forensic Director

DISTINGUISHING CHARACTERISTICS:

The Director of the West Virginia State Police Forensic Laboratory directs, plans, organizes, and evaluates the functions and operations of the laboratory, and ensures that employees follow laboratory and police procedures and policies. The director is also in charge of maintaining the laboratory's accreditation and following state and federal safety regulations, and is also responsible for the selection, disciplining, and formal evaluation of employees. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, organizes and directs the functions, operations, and services performed by the state crime laboratory; supervises and approves procedures and processing of physical evidence; provides guidance and advice on technical matters to subordinate staff.

- Directly or through subordinate staff, assigns, trains, supervises and evaluates laboratory staff; performs personnel responsibilities related to recruitment, selection and advancement of staff; assures the proper level of staff training.
- Develops, revises, implements, and interprets policies, procedures, work methods, and evaluation standards for the forensic laboratory.
- Assures the crime laboratory maintains accreditation with the American Society of Crime Laboratory Directors Laboratory Accreditation Board; establishes and maintains a high order of excellence in testing analysis within the forensic laboratory.
- Testifies as an expert witness in court in the analysis of physical evidence.
- Oversees the preparation and administration of the budget for the forensic laboratory.
- Liaison with other agencies, divisions and departments of state and federal government, law enforcement agencies, the professional community and the general public.
- Maintains current knowledge of the analysis of physical evidence; attends conferences.
- Prepares reports on laboratory operations or other types of reports.
- May conduct training classes for law enforcement officers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of modern forensic laboratory methods, equipment and materials.
- Knowledge of the principles, methods, and techniques in applying the forensic disciplines of drug identification, toxicology, trace evidence, biochemistry, latent prints, firearm/toolmark, and questioned documents.
- Knowledge of the laws of evidence and the methods of preparing reports and exhibits for the presentation of scientific evidence in a court of law.
- Knowledge of the accreditation requirements through the American Society of Crime Laboratory Directors Laboratory Accreditation Board.
- Ability to effectively supervise and manage personnel.
- Ability to establish and maintain effective working relationships with state government officials, the professional community, law enforcement officials, and the public.
- Ability to accurately prepare reports related to the forensic laboratory.
- Ability to express ideas clearly and convincingly in oral and written form.
- Ability to use personal computer and various computer software packages.

MINIMUM QUALIFICATIONS:

Education: Master's degree from an accredited four-year college or university in chemistry, biology, biochemistry, molecular biology, forensic sciences, natural sciences, or related field.

Experience: 6-8 years of full-time or equivalent part-time paid professional experience in a crime laboratory, three years must be in a supervisory capacity.

Education & Experience Substitution: Ph.D. degree in one of the above disciplines from an accredited four-year college or university may substitute for two years of the required experience.

Certificates, Licenses, Registrations: N/A