



GEORGIA BUREAU OF INVESTIGATION JOB VACANCY NOTIFICATION #14-002

POSTED: August 12, 2013

DEADLINE DATE: August 26, 2013

JOB CODE: 90618

JOB TITLE: **Regional Crime Laboratory Manager** (Crime Lab Manager Level 2)

POSITION NUMBER: TBD

LOCATION: Division of Forensic Sciences
Southwestern Regional Laboratory
Moultrie, Georgia

The Georgia Bureau of Investigation (GBI) is seeking qualified applicants to fill a Crime Laboratory Manager at the Southwestern Regional Laboratory located in Moultrie, Georgia.

Moultrie, the county seat of Colquitt County, is home to some of the most peaceful environments in the southeast. Located in Southwest Georgia, Moultrie, is:

- Within one hour of the Florida line
- 24 miles west of I-75, 66 miles north of Tallahassee, Florida, and about 200 miles south of Atlanta
- A short driving distance to the following Georgia cities:
 - Albany (38 miles northwest),
 - Tifton (27 miles northeast),
 - Thomasville (28 miles southwest) and;
 - Valdosta (45 miles southeast).

The Moultrie-Colquitt County area affords every opportunity to live, work, and play in a safe and comfortably paced place. Learn more at www.moultriechamber.com.

The successful applicant will join a system that encompasses a headquarters facility in Decatur, Georgia and six regional crime lab offices in Savannah, Augusta, Macon, Columbus, and Cleveland, which cumulatively serves all 159 counties in Georgia. The Southwestern Regional Crime Lab provides trace processing and forensic testing and analysis on DNA, serology and chemistry cases from agencies in 27 counties in southwest Georgia. This lab handles approximately 2400 to 2500 cases per year. In addition to the manager position, this lab is staffed with three (3) chemistry scientists, three (3) biology scientists, and three (3) laboratory technicians.

Each of the seven (7) GBI Crime Laboratories is accredited by the ASCLD/LAB-International program for the forensic analyses conducted in that facility. The Southwestern Regional Crime Lab has international accreditation in drug chemistry, serology, and DNA analysis. Learn more at www.dofs.georgia.gov.

DUTIES AND RESPONSIBILITIES

The Crime Lab Manager is responsible for performing the following duties and responsibilities:

- Manages the daily operations of a regional crime laboratory.
- Monitors laboratory work loads and services; recommends and/or implements improvements to minimize backlog and maximize efficiency.
- Performs analyses, interprets results, and conveys and presents laboratory information in a clear and concise manner.
- Protects the chain of custody on all evidence processed.
- Plans, coordinates and/or provides laboratory training.
- Manages human resources and directs administrative activities for laboratory employees.
- Interviews, hires, directs, trains, evaluates the performance of, and when necessary, disciplines laboratory employees.
- Maintains knowledge and skill in the latest methodology, techniques, proficiency testing, and instrumentation for the laboratory.
- Develops and conducts research projects which enhance overall quality of the assigned specialized section.
- Communicates with police, courts, media and public about status of operation or changes in policies and/or services provided, as necessary.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in a related discipline AND six years of increasingly responsible crime laboratory experience, with one year of supervisory crime lab experience. (External Applicants)

OR

Two (2) years of experience as a Crime Lab Scientist (AL-1) OR At least one (1) year of experience as a Crime Lab Manager Level 1. (Internal Applicants)

SALARY AND BENEFITS

The salary is \$78,212.00 per year. GBI offers a generous benefits package. Employees earn vacation time and sick leave and are granted 12 paid holidays each year. There are a variety of flexible benefit options to choose from, including vision, dental, health and life insurance. We also offer an employee retirement plan and deferred compensation.

SUBMISSION OF APPLICATION MATERIALS:

This vacancy is open to all qualified applicants. For consideration, applicants must submit two (2) State of Georgia Applications for Employment to:

**Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

- The Job Vacancy Number (#14-002), located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- **Describe work history background experience in full.** Applications should be filled out carefully and completely. Make certain applications are signed and dated. **Incomplete applications, applications with insufficient information, or failure to submit the required documentation by the deadline can result in an applicant not being considered for the vacancy.**
- Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application. Indicate any other job-related information you want considered in evaluating your candidacy for this position on a separate sheet.
- **For announcements requesting copies of your transcripts:** Unofficial transcripts will be accepted with the submission of the application package. Most colleges and universities offer unofficial transcripts online – please check your school's website to obtain a copy. Please note that official transcripts will be required as part of the background investigation, prior to beginning employment.
- **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ***Consideration for employment is contingent upon the completion and satisfactory result of a GBI background investigation (including criminal, credit and driver's history checks), polygraph examination, fingerprinting and drug screening.***
- Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- **THE GEORGIA BUREAU OF INVESTIGATION RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT AT ANY TIME DURING THE ANNOUNCEMENT PERIOD ONCE A QUALIFIED APPLICANT POOL HAS BEEN DETERMINED.**
- Applications may be downloaded from the GBI website www.gbi.georgia.gov or may be obtained by contacting GBI Office of Human Resources at (404) 270-8335.
- **ALL APPLICATIONS MUST BE RECEIVED IN THE GBI OFFICE OF HUMAN RESOURCES BY CLOSE OF BUSINESS ON THE DEADLINE DATE POSTED ON THIS JOB VACANCY ANNOUNCEMENT.**

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER

Georgia Bureau of Investigation Employment Disqualifiers (This list is not all inclusive)

Employment in law enforcement agencies involves public trust. Only those persons whose conduct, character and behavior which does not discredit either themselves or the Georgia Bureau of Investigation (GBI) will be employed. The GBI employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants. **While the GBI reviews much information and considers the circumstances in many areas regarding an applicant's background, the following standards are among those that will automatically disqualify applicants from consideration:**

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, polygraph or any other pre-employment document(s).
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process.
3. Poor management of personal finances. (Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc, will be investigated to determine a candidate's suitability for employment).
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan.
5. Failure to meet required educational or professional licensing or certification.
6. Any felony conviction.
7. Any outstanding criminal charge pending adjudication.
8. Sufficient misdemeanor convictions to establish a pattern of disregard for the law.
9. Admission to or discovery of an applicant's involvement in any crime of a serious or aggravated nature.
10. Any conviction or plea of *nolo contendere* within the past year for Driving Under the Influence of Drugs or Alcohol (DUI).
11. Any conviction or plea of *nolo contendere* for a serious traffic offense within the past two years including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide (misdemeanor), Failure to Stop, Render Aid, or Leave Information, and Racing.
12. Five or more convictions and/or pleas of *nolo contendere* within the past two (2) years for any moving violations.
13. Ongoing criminal activity or history of criminal activity other than minor traffic offenses.
14. Completed first offender treatment for an offense that indicates a security risk to GBI facilities, records, and/or information.
15. Current illegal drug use.
16. Any pattern of marijuana use that suggests unrehabilitated substance abuse.
17. Any pattern of drug use, other than marijuana, that suggests unrehabilitated substance abuse.
18. Illegal sale, distribution or manufacturing (to include growing) of any drug.
19. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant.
20. Use or possession of marijuana during the last three years.
21. Use of an illegal drug or combination of illegal drugs, other than marijuana, during the past 10 years.