



# CITY OF HOUSTON

## Job Posting

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<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
<i>Job Classification</i>	CRIME LAB MANAGER
<i>Posting Number</i>	PN #
<i>Department</i>	HOUSTON POLICE
<i>Division</i>	CRIME LAB
<i>Section</i>	CONTROLLED SUBSTANCES
<i>Reporting Location</i>	1200 TRAVIS, 26 <sup>TH</sup> FLOOR
<i>Workdays &amp; Hours</i>	MONDAY – FRIDAY, 8AM – 4 PM*
	*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Manages and monitors Criminalists and technical personnel, work assignments and job performance in the Controlled Substances Unit. Trains and develops criminalists, laboratory technicians and support personnel. Develops and revises standard operating procedures, goals and objectives, techniques, policies and reports. Prepares monthly operational reports on assigned program. Coordinates the preparation, implementation and monitoring of the budget and expenditures. Employee’s work is measured as to its effectiveness, accuracy, thoroughness and acceptability. Provides technical assistance to police officers, assistant district attorneys, other law enforcement agencies and civic groups.

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**WORKING CONDITIONS**

There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

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**MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor's degree in Chemistry, Criminalistics, Biology, Physics or a closely related field with a minimum of 30 hours of Chemistry.

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**MINIMUM EXPERIENCE REQUIREMENTS**

Five years of experience in a forensic laboratory as a criminalist is required. Required a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline.

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**MINIMUM LICENSE REQUIREMENTS**

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s Policy on driving. (AP2-2)

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**PREFERENCES**

Graduate level-masters preferable or PhD in science or related field.

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**SELECTION/SKILLS TESTS REQUIRED**

None

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**SAFETY IMPACT POSITION**

x Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test. Candidate selected will undergo a background investigation and polygraph.

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**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 29  
\$2,100.00 - \$4,505.00 Biweekly \$54,600.00 - \$117,130.00 Annually

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**OPENING DATE**

January 11, 2011

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**CLOSING DATE**

Open Until Filled

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**APPLICATION PROCEDURES**

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. **Applications must be submitted online at:** [www.houstontx.gov](http://www.houstontx.gov).

For application status inquiries or special accommodations, please call (713) 308-1300. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided

An equal opportunity employer