

Forensic Science Section Supervisor – Controlled Substances Section Phoenix Police Department Crime Lab

Job ID 53657

Location Professional & Supervisory

Full/Part Time Full-Time

Regular/Temporary Regular

ABOUT THIS POSITION

Are you ready to make a difference in your community and Rise to Serve? Join us in making a positive impact to ensure safety, uphold justice, and become a proud member of the Phoenix Police Department family! The mission of the Phoenix Police Department is to build and foster strong relationships with the community through outreach and engagement, while adhering to the highest standards and traditions of the Phoenix Police Department.

We seek a highly skilled individual to fill the Forensic Science Section Supervisor position and oversee tasks within the Controlled Substances section at the Phoenix Police Department's Laboratory Services Bureau. The successful candidate will possess specialized knowledge in the principles, analytical procedures, and techniques used in the analysis of suspected controlled substances and have extensive experience completing controlled substances casework developing information to assist with criminal investigations. The Controlled Substances Forensic Science Section Supervisor position supervises and manages the activities of the Phoenix Police Department's Forensic Science Laboratory and performs highly specialized forensic science evaluations in the area of Controlled Substances.

Additionally, supervisors plan, schedule, supervise, and evaluate work and activities of Laboratory Services Bureau Sections; assign cases and perform scientific analyses; prepare technical and management reports; provide expert testimony in court; provide technical advice and guidance to Section personnel and to members of the criminal justice system; approve scientific methodology and purchase of sophisticated scientific instrumentation; act as a liaison between assigned Section and other bureaus and agencies; and perform related work as requested.

Work Hours: A day shift schedule with three options typically; working either 5/8s, 4/10s, or 9/80s between the hours of 5:00 am to 7:00 pm. The Assistant Crime Lab Administrator determines scheduled hours and regular days off.

SALARY

Pay Range: \$88,691 to \$131,040 annually.

Hiring Range: \$88,691 to \$ \$124,800 annually.

Pay Range Explanation:

- Pay range is the entire compensation range for the position classification.
- Hiring range is an estimate of where you can receive an offer. The actual salary offer will carefully consider a wide range of factors, including your skills, qualifications, experience, education, licenses, training, and internal equity.

BENEFITS

A comprehensive benefits package is offered which includes:

- Traditional pension with employer and employee contributions, click here for more details: [Pension Information](#)
- 401(a) and 457 plans with employer contributions
- Choice of generous medical HMO, PPO, or HSA/HDHP plans
- Medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan
- Wellness incentive of up to \$720 annually
- Dental, vision, and life insurance options
- Employer paid long-term disability
- Free Bus/light rail pass
- Tuition reimbursement program up to \$6,500 per year
- Paid time off includes 13.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days

- Paid Parental Leave for eligible employees up to 480 hours (12 weeks) of paid leave for the birth, adoption, or foster care placement of a child during a 12-month period
- Federal Student Loan Forgiveness offered through [Savi](#)
For more details, visit: [Unit 007 Benefits](#)

MINIMUM QUALIFICATIONS

- Bachelor's degree in biology, chemistry, forensic science, or a closely related field (must include a minimum of 24 credit hours in Science, Technology, Engineering or Mathematics (STEM) related coursework) from an accredited college or university.
- CONTROLLED SUBSTANCES SPECIALTY ALSO REQUIRES extensive casework experience in analyzing suspected controlled substances.
- Completion of 7 years of professional crime laboratory analysis experience including 2 years at supervisor or lead level. Must have demonstrated competence per accreditation requirements and/or national standards in assigned forensic discipline specialty.
- Upon request, must provide documentation such as unofficial transcripts.
- Other combinations of experience and education that meet the minimum qualifications may be substituted.
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- Positions in the Police Department must meet the background standards that are appropriate to **non-sworn** positions. **The general factors for disqualification are listed [here](#).**
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- For information regarding pre-screening and driving positions, [click here](#).

PREFERRED QUALIFICATIONS

The minimum qualifications listed above, plus:

- Proficient in Technical Leadership roles, demonstrating effective leadership and guidance within technical teams.
- Experience in using, maintaining, and troubleshooting of Gas Chromatography-Mass Spectrometry (GC/MS) and Liquid Chromatography-Mass Spectrometry (LC/MS) instrumentation.
- Experience working with extensive casework, including firearm examination and comparison.

RECRUITMENT DATES

Recruitment closes April 17, 2024. All materials must be received by 11:59 p.m. on this date.

This is a position-based recruitment and will not result in any ongoing eligibility list. This recruitment and any selection processes resulting from this recruitment may be used to fill other related vacancies within the organization now or in the near future.

HOW TO APPLY

Apply online by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

WE ARE HERE TO HELP

- Job interviews may be held by video or audio conference.
- If you are in need of computer resources, [click here](#) for free options.
- Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](#) for more information.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

REFERENCE

Forensic Science Section Supv, JC:62950, ID# 53657, 4/3/2024, USM, HG, Benefits: 007
Building the Phoenix of tomorrow.

#DoWorkThatMakesPhoenixWork

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.