



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

**\*\*REVISED\*\***

Brayton M. Connard, SPHR  
Director

---

**TITLE:** PUBLIC SAFETY LABORATORY ADMINISTRATOR  
**SALARY:** \$81,443 - \$103,065 annually  
**LOCATION:** Monroe County Department of Public Safety, Public Safety Laboratory

**JOB SUMMARY:** This is an administrative position responsible for directing the full operation of the Public Safety Laboratory, for the Department of Public Safety. The employee also directs the performance of technical services essential to aiding the process of criminal justice and public safety. This position requires the employee be subject to call twenty-four (24) hours a day, 7 days a week. General supervision is exercised over a staff of clerical and technical personnel and the employee works under the general supervision of the Director of Public Safety.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a New York State or regionally accredited college or university with a Doctoral degree in a natural science, a forensic science, an engineering science, toxicology, or criminalistics, including or supplemented by at least twelve (12) semester credit hours or its equivalent in chemistry at the graduate or undergraduate level\*\*, plus four (4) years of full-time or its part-time equivalent experience in a forensic laboratory conducting analysis in a forensic discipline, two (2) years of which must have been in a supervisory or managerial position; OR,
- (B) Graduation from a New York State or regionally accredited college or university with a Master's degree in a natural science, a forensic science, an engineering science, toxicology, or criminalistics, including or supplemented by at least twelve (12) semester credit hours or its equivalent in chemistry at the graduate or undergraduate level\*\*, plus five (5) years of full-time or its part-time equivalent experience in a forensic laboratory conducting analysis in a forensic discipline, two (2) years of which must have been in a supervisory or managerial position; OR,
- (C) Graduation from a New York State or regionally accredited college or university with a Bachelor's degree in a natural science, a forensic science, an engineering science, toxicology, or criminalistics, including or supplemented by at least twelve (12) semester credit hours or its equivalent in chemistry at the graduate or undergraduate level\*\*, plus six (6) years of full-time or its part-time equivalent experience in a forensic laboratory conducting analysis in a forensic discipline, two (2) years of which must have been in a supervisory or managerial position; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

**\*\*A STUDENT OR OFFICIAL COLLEGE TRANSCRIPT MUST BE SUBMITTED WITH YOUR APPLICATION.**

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**ADDITIONAL INFORMATION:**

Candidates for employment with Monroe County will be required to pass a pre-employment drug test. Candidates for employment with the Monroe County Government will be required to pass a Pre-Employment Background Investigation Policy. The candidate will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**Send Civil Service Application to:** Monroe County Department of Human Resources  
39 W. Main Street – Room 210  
Rochester, NY 14614-1471

**Posting Deadline:** September 4, 2009

---

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471  
PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.  
An Equal Opportunity Employer