NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: Novemeber 19, 2026

JOB VACANCY MEMORANDUM NO. 26-45

TITLE: Assistant Supervisor, Technical Leader - DNA Section

ELEMENT OF ASSIGNMENT: Kansas City Police Crime Laboratory/DNA Section

PAY RANGE: 56

STARTING MONTHLY SALARY: $5,491 - $9,605

VACANCY STATUS: Vacant

EXPIRATION DATE: December 19, 2026

REQUIREMENTS:

Oversee the DNA technical operations of the DNA section of the Kansas City Police Crime Laboratory. Establish DNA technical procedures and training programs for the section. Ensure the validity and proficiency of current DNA testing procedures and ensure the section stays abreast of new technical equipment and technologies. Ensure section procedures, section output and section operations comply with established accreditation standards and laboratory quality assurance requirements. Maintain continual technical involvement within the section's relevant forensic discipline(s) and categories of testing via casework analysis.

Responsibilities include those required of a Forensic Specialist IV in the DNA Section, including evaluation, examination, comparison and identification of biological evidence, as well as the preparation of written reports of findings and courtroom testimony to support those analytical findings.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Establish, oversee and monitor quality assurance standards for DNA analysis within the laboratory.

2. Provide technical assistance to all examiners performing DNA casework within the section.

3. Responsible for technical problem solving and troubleshooting involving DNA analytical methods used within the section.

4. Evaluate DNA technical methodologies used by the DNA Section and propose new or modified procedures.

5. Oversee design and implementation of DNA validation studies and research projects within the section.

6. Stay abreast of new scientific methodologies for analyses performed with the DNA Section and research and provide recommendations as to implementation of those technologies.

7. Establish, write and ensure publication of section DNA technical procedures and DNA training programs.

8. Monitor compliance with established section procedures and training programs.

9. Routinely performs casework analysis in areas of competence.

10. Maintains regular and reliable attendance and may occasionally be required to work mandatory overtime, flexible hours and be on-call during off-duty hours.

11. Safely perform duties; may be exposed to hazardous materials and working conditions, in addition to inclement weather.

12. Perform other duties as required, or as assigned by laboratory management.

13. This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

The incumbent is required to have:

- a minimum of a Master's degree in a biology, chemistry or forensic science related area and successfully completed 1 course in statistics or population genetics and 9 credit hours of course work in biology or chemistry related areas that provide an understanding of DNA analysis. The required coursework shall include at least one graduate level course. In lieu of the degree requirements, the incumbent may possess a waiver from The American Society of Crime Laboratory Directors
  (ASCLD) or documented acceptance as a DNA Technical Leader through prior external QAS audit documentation.
- five years of forensic laboratory experience in the relevant discipline;
- certification in the specific forensic DNA discipline is preferred;
- sufficient knowledge and experience in the assigned discipline to qualify as an expert witness in court;

- strong decision-making, leadership, communication (both oral and written), instructional, time management and organizational skills;
- the ability to demonstrate sound analytical capability in evidence analysis; and
- a current valid Driver's License.

Incumbent is required to submit a DNA standard for quality control purposes.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Heavy lifting (20 to 50 pounds) and walking (up to 2 miles a day) on an occasional basis are required. Exposure to hazardous materials and working conditions exist.

Job Location: (Place where work is performed.)

This position operates in a scientific laboratory 95% of the time; remaining 5% of time is spent engaged in fieldwork or other duties.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Computer, telephone, facsimile, scanner, photocopier
- Photographic equipment
- Vehicle
- Microscope, balance
- Real-time quantitation instrumentation, thermal cycler, genetic analyzer

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Chief Criminalist Supervisor, Jennifer McMurray, DNA Section** by no later than ***December 19, 2026*.**

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than ***December 19, 2026.***

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761

Captain Justin Pinkerton
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Commander, Employment Unit