



JOB DESCRIPTION: FORENSIC DNA ANALYST

Using a panel of Subject Matter Experts (SME), an occupational analysis was completed to define the occupation of Forensic Biologist. As a result of this occupational analysis, the occupation was split into two jobs – Biological Evidence Screener and Forensic DNA Analyst. Below is a list of duties and associated tasks for the job of Forensic DNA Analyst that was used to develop the Forensic DNA certification examination. To learn more about the development of this examination, please refer to the ABC website.

- Manage Casework Requests
 - Review case information
 - Develop testing plan
- Perform Evidence Examinations
 - Maintain chain of custody
 - Inventory evidence items
 - Address case discrepancies
 - Document evidence
 - Collect samples from evidence
 - Prepare samples for DNA processing
- Process DNA Samples (e.g., extraction through DNA typing)
 - Perform differential and non-differential extractions
 - Quantify DNA extracts
 - Interpret quantitation results
 - Normalize DNA samples (e.g., concentration, dilution)
 - Perform DNA amplifications (e.g., autosomal, Y-STR, mitochondrial)
 - Perform DNA typing (e.g., CE run, data collection)
- Interpret DNA Typing Results
 - Assess quality of DNA typing controls and samples
 - Troubleshoot DNA typing data (e.g., reamplifications, reinjections)
 - Eliminate DNA process artifacts
 - Determine number of DNA contributors
 - Deduce DNA contributors
 - Compare DNA contributors (e.g., knowns, evidentiary samples)
 - Calculate sample statistics (e.g., RMP, LR, counting method)
 - Determine CODIS eligibility of profiles
 - Evaluate CODIS matches
 - Address additional evidence testing
- Publish Examination and Interpretation Results
 - Write draft report (e.g., forensic serology and/or DNA)
 - Conduct technical review
 - Address review issues (e.g., technical, administrative)
 - Communicate technically reviewed results (e.g., written, verbal)
 - Issue final report



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- Participate in Legal Process
 - Address subpoenas
 - Participate in pre-trial conferences
 - Provide testimony (e.g., depositions, court)
- Perform QA/QC Responsibilities
 - Prepare work area
 - Perform instrument maintenance
 - Prepare laboratory reagents
 - Verify reagent quality
 - Participate in proficiency testing
 - Perform contamination prevention procedures
- Participate in Personal Professional Development
 - Review current literature
 - Complete continuing education activities
- Perform Administrative Tasks
 - Participate in laboratory meetings (e.g., staff, QA, unit)
 - Respond to daily inquiries (e.g., email, phone calls)