



Austin American-Statesman  
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Office of Court Administration  
Megan LaVoie, Administrative Director

## Job Posting

**Posting Date:** 08/26/2025

**Job Listing Identification Number:** 00052200

**State Job Classification:** Program Management  
Specialist IV

**Functional Title:** Scientific Program Coordinator

**Monthly Salary:** \$11,483.34 - \$12,366.67

**Remarks:** Salary commensurate with experience.  
Remote work may be permitted at the sole discretion of the Administrative Director of the Office of Court Administration and is subject to change based upon the needs of the agency.

**Please note:** Should a candidate be identified prior to the scheduled closing date, this posting may be placed in a holding status.

**Closing Date:** 09/09/2025

**State Class. No. and Pay Group:** 1673 / B28

**FLSA Status:** ☒ Exempt ☐ Non-Exempt

**Location:** Austin, TX

**Type of Job:** ☒ Full Time ☐ Part Time

**Travel Required:** ☒ Yes 25% ☐ No

### Job Description:

The Scientific Program Coordinator performs advanced (senior-level) program management specialist work involving creating, developing, coordinating, implementing, monitoring and overseeing programs within the Forensic Science Commission. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

### Essential Job Functions:

- Manages statewide in-person and virtual training programs for forensic analysts and legal-end users, including defining objectives and benchmarks, executing the project, and evaluating program success.
- Assists with development and management of forensic science apprenticeship program in coordination with OCA, universities and forensic laboratory participants.
- Assists director with agency strategic planning and budget development.
- Assists director with investigations of forensic disciplines and techniques, including but not limited to firearms/tool mark analysis, toxicology, chemistry, serology/DNA, trace evidence, latent prints, questioned documents and digital evidence.
- Provides technical guidance regarding administration of the licensing and accreditation programs.
- Provides scientific guidance regarding current issues in forensic analysis, including interpretation, reporting and testimony.
- Assesses analyst qualifications for licensing program and provides guidance to Licensing Advisory Committee regarding same, including evaluation of all statutory and rule-based requirements.
- Assists with development of general forensic examination.

- Regularly employs principles and practices of program development, project management, budget and administration.
- Provides training to criminal justice stakeholders on forensic science issues and current trends.
- Assists with evaluation of corrective actions, root cause analyses and related quality documents.
- Interfaces with key staff at the OCA.
- Presents at state and national conferences on behalf of Commission; may testify to the Legislature on forensic science issues as needed.
- Understands pertinent federal, state and local laws, codes and regulations.
- Performs related work as assigned and complies with all OCA policies.

#### **Minimum Qualifications:**

- Master's degree in chemical, physical, biological science, engineering, statistics, or forensic science from an accredited university.
- Ten or more years' experience in forensic science interpretation, research or statistics for forensic application, including direct experience in complex interpretation, testimony, reporting and/or quality management roles.

#### **Preferred Qualifications:**

- Experience with complex multi-stakeholder state or national forensic science programs such as those sponsored by state board(s) or commission(s), the National Institute of Justice, the Department of Justice, or the National Institute of Standards and Technology.
- Experience drafting and revising extensive written work product as an output of complex multi-stakeholder projects.
- Experience presenting the output of complex multi-stakeholder projects in front of large and diverse audiences.
- Experience working for a forensic science service provider accredited by ANAB or A2LA or in a research environment with direct applicability to forensic science.

#### **Knowledge, Skills, and Abilities (KSAs):**

- Knowledge of local, state, and federal laws and regulations relevant to the administration of the project undertaken.
- Skill in addressing changes in scope or timing.
- Skill in the use of a computer and applicable software.
- Skill in project management monitoring.
- Skill in public speaking.
- Skill in writing extensive reports with both legal and scientific references.
- Ability to exercise sound judgment in making critical decisions.
- Ability to analyze complex information and develop plans to address identified issues.
- Ability to analyze project/program-related information and develop plans to address identified issues and risk, to prepare reports and charts, to communicate effectively orally and in writing and coordinate the work of project staff.

#### **Employment Conditions:**

- Regular attendance required.
- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds.
- In-state and national travel as required.
- May operate a motor vehicle to conduct agency business.
- Ability to work more than 40 hours as needed and in compliance with the FLSA.

**Note:** The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Army – no military equivalent; Navy – 611X, LDO – Deck, Surface; Coast Guard – SEI16, Acquisition Project Management; Marines – 8058, Acquisition Core member; Air Force – 16KX, Software Development Officer (SDO); Space Force – 63A, Acquisition Manager. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at:

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**To Apply:** All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on [www.WorkinTexas.com](http://www.WorkinTexas.com). Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.