|  |  |  |
| --- | --- | --- |
| CS-214  Rev 11/2013 |  | 1. Position Code COMPOSITE |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position. | | | | |
| 2.Employee’s Name (Last, First, M.I.) | | | 8. Department/Agency | |
|  | | | Michigan State Police | |
| 3.Employee Identification Number | | | 9. Bureau (Institution, Board, or Commission) | |
|  | | | Field Support Bureau | |
| 4.Civil Service Position Code Description | | | 10. Division | |
| Forensic Technician 8-10 | | | Biometrics and Identification Division | |
| 5.Working Title (What the agency calls the position) | | | 11. Section | |
| Forensic Technician | | | Combined Deoxyribonucleic Acid (DNA) Index System Section | |
| 6.Name and Position Code Description of Direct Supervisor | | | 12. Unit | |
| Amelia Proctor, Laboratory Manager 14 | | |  | |
| 7.Name and Position Code Description of Second Level Supervisor | | | 13. Work Location (City and Address)/Hours of Work | |
| Scott Bruski, Laboratory Director 15 | | | 7320 N. Canal Road, Lansing, Michigan 48913  8 a.m. – 4:30 p.m., Monday through Friday | |
| 14. General Summary of Function/Purpose of Position | | | | |
| Participates in a variety of analytical and laboratory support activities for the Combined DNA Index System (CODIS) Section. | | | | |
| 15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.  List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent. | | | | |
| Duty 1 **General Summary of Duty 1 % of Time**  75  DNA database collection kit receipt/sample management. | | | | |
| **Individual tasks related to the duty.**   * Receive and accession of DNA database collection kits. * Record all pertinent information for the subject into a computer database and update Law Enforcement Information Network to reflect sample receipt. * Manage and resolve submissions containing insufficient or incorrect information, including but not limited to sending submissions for fingerprint examination, contacting the submitting agency, and researching information in Offender Tracking Information System, Criminal History Records system, and the court system. * Resolve matches between duplicate samples and/or quality control samples. * Package and file samples and database cards. * Locate and retrieve samples for re-processing. * Update and maintain electronic copies of the DNA submission cards. * Locate and assist with sample destructions. | | | | |
| Duty 2 **General Summary of Duty 2 % of Time** 15  Operate semi-automated and automated instrumentation for DNA extraction, amplification, and genetic analysis of DNA database samples and perform necessary related tasks. | | | | |
| **Individual tasks related to the duty.**   * Operate semi-automated instrument to punch samples into 96-well plate. * Operate robotic platform, incubator, and vacuum oven to facilitate the purification process. * Prepare and dispense master mix for amplification. * Select the appropriate thermal cycling parameters to amplify the DNA samples. * Manually set up or operate robotic platform for preparation of amplified samples for analysis using a genetic analyzer. * Maintain equipment, instruments, and related components used in processing. * Troubleshoot minor instrument problems. * Prepare reagents used in processing. * Maintain records for equipment, instruments and reagents used during processing. | | | | |
| Duty 3 **General Summary of Duty 3 % of Time** 5  Provide assistance to the laboratory through maintenance of instrumentation and equipment and supply logistics. | | | | |
| **Individual tasks related to the duty.**   * Maintain and troubleshoot certain scientific and analytical equipment and instruments. * Prepare chemical reagents as necessary. * Assist with reception and inventory of supplies. * Clean laboratory glassware and supplies. * General laboratory cleaning including emptying biohazard trash. * Perform and maintain records of quality control and quality assurance measures on laboratory reagents. * Record daily temperatures of the refrigerators and freezers. | | | | |
| Duty 4 **General Summary of Duty 4 % of Time** 5  Perform other duties as assigned. | | | | |
| **Individual tasks related to the duty.**   * Assist with special projects, validations, quality control initiatives, and sample destructions. * Explain area of expertise to new trainees. | | | | |
| 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.   * Organization of daily routine to process convicted offender samples and arrestee samples. * Determination of which worklist a sample should be added to for proper processing. * Preparation of reagents.   A decision may be made independently when it will not affect the identification or integrity of the genetic profiles for DNA database samples. | | | | |
| 17. Describe the types of decisions that require the supervisor’s review.   * Instrumentation problems. * Sample handling errors.   A supervisor’s approval is required if any abnormalities occur that could cause the integrity of the data to be jeopardized. | | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.  Lifting up to 30 pounds and carrying the load for a distance of up to 100 feet over uneven terrain; walking; standing; kneeling; bending; squatting; climbing stairs; driving a motor vehicle; and typing. Daily exposure to biohazardous materials and hazardous chemicals in a laboratory environment. Transfer microliter quantities of reagents with precision and accuracy between the appropriate locations. | | | | |
| 19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.) | | | | |
| NAME | CLASS TITLE | NAME | | CLASS TITLE |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| 20. This position’s responsibilities for the above-listed employees includes the following (check as many as apply):  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the work.** | | | | |
| 22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?  Yes | | | | |
| 23. What are the essential functions of this position?  The receipt and laboratory processing of DNA database samples. Laboratory support to the CODIS Section scientists. | | | | |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  Retrieval and organization of database samples for destruction where applicable. Serve as the section safety officer and maintain the eyewash and safety showers. Prepare electronic files for collection card data within the laboratory information management system. | | | | |
| 25. What is the function of the work area and how does this position fit into that function?  The CODIS Section functions to analyze convicted offender and arrestee samples for entry into the CODIS database. This position operates the instrumentation and acts as support for the CODIS Section scientists. | | | | |
| 26. What are the minimum education and experience qualifications needed to perform the essential functions of this position? | | | | |
| EDUCATION:  Forensic Technician 8 - Possession of an associate degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.  Forensic Technician 9 - Possession of an associate degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.  Forensic Technician E10 - Possession of an associate degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.  Alternate Education and Experience Forensic Technician E10: possession of a bachelor’s degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements. | | | | |
| EXPERIENCE:  Forensic Technician 8 - No specific type or amount is required.  Forensic Technician 9 - One year of experience equivalent to a Forensic Technician 8.  Forensic Technician E10 - Two years of experience equivalent to a Forensic Technician, including one year equivalent to a Forensic Technician 9. | | | | |
| KNOWLEDGE, SKILLS, AND ABILITIES:  Knowledge of laboratory terminology, equipment, and methods of preparing reagents. Ability to follow written procedures, maintain organized records and samples, and communicate effectively in a professional manner. | | | | |
| CERTIFICATES, LICENSES, REGISTRATIONS: | | | | |
| *NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* | | | | |
| *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.* | | | | |
| **Supervisor’s Signature Date** | | | | |
| TO BE FILLED OUT BY APPOINTING AUTHORITY | | | | |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. | | | | |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** | | | | |
| TO BE FILLED OUT BY EMPLOYEE | | | | |
| *I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*    **Employee’s Signature Date** | | | | |

**NOTE: Make a copy of this form for your records.**