

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: FORNTCHAA08R

Civil Service Class and Level: FORENSIC TECHNICIAN-A

Working Title (What the agency calls the position): Forensic Technician

Name and Position Code Description of Direct Supervisor: BERENTER, AARON M; STATE POLICE LAB MANAGER-3

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): Information Technology Bureau

Division: Biometrics and Identification Division

Section: Combined DNA Index System (CODIS) Section

Unit: CODIS Unit #2

Work Location (City and Address)/Hours of Work: 7320 North Canal Road, Lansing, Michigan 48913 / Monday through Friday, 8 a.m. – 4:30 p.m.

General Summary of Function/Purpose of Position: This position functions as the lead forensic technician for the CODIS Section. This position assigns, monitors, reviews, and directs the work completed by the forensic technicians. This individual manages the Deoxyribonucleic Acid (DNA) sample destruction process, oversees laboratory supply management, and organizes equipment maintenance and calibration. This position directs and provides training for new employees and external law enforcement partners as well as participates in a variety of analytical laboratory support activities, including DNA sample destruction process overview, receipt and data entry of arrestee and convicted offender samples, and computerized data entry. This position functions in a bias free manner.

Assigned duties and tasks for each duty.

Duty 1: Assigns, monitors, reviews, and directs the work completed by the forensic technicians in the CODIS Section. Provides and oversees training for new employees.

- Exercise independent judgment when deciding how to assign daily work.
- Assign and/or reassign work to appropriate employees.
- Oversee daily receipt and accessioning of CODIS DNA collection kits.
- Coordinate preventive maintenance of instruments and assign rotation of instrument cleaning.
- Oversee daily temperature logs and weekly activity logs. Notify managers of data anomalies.
- Coordinate training of new employees and develop training materials, as needed.
- Provide outreach to internal and external agencies regarding CODIS DNA submissions or training opportunities.
- Create and update procedure changes, when appropriate.
- Perform and maintain records on quality control and quality assurance.
- Make recommendations to supervisor regarding trainees' release from training.
- Oversee trainees' work while learning new tasks, ensuring all areas of training are understood and all requirements are met.

Duty 2: Oversee sample destruction process. Evaluate and prepare samples for destruction.

- Input destruction requests into spreadsheets.
- Utilize Sample Tracking and Control System Database (STACS DB) to verify submission status.
- Locate submissions related to requests.
- Create Be on the Lookout (BOLO) for submissions not yet received.
- Research requests to determine whether submissions should be retained or destroyed.
- Prepare paperwork for physical destruction of sample.
- Provide physical retrieval of sample cards in preparation for expungement.
- Notify laboratory director when expungements are complete.

Duty 3: Convicted offender and arrestee CODIS DNA collection kit receipt/sample management. Operates semi-automated/automated instrumentation for DNA extraction, amplification and genetic analysis of convicted offender and arrestee DNA samples, and perform necessary related tasks.

- Package CODIS DNA samples for long-term storage.
- Label samples, database cards, and envelopes with the correct sample number.
- Operate semi-automatic punch system and robotic-liquid transfer system.
- Prepare DNA samples for amplification.
- Amplify samples using proper thermal cycler program.
- Prepare amplified samples for analysis using genetic analyzer.
- Maintain equipment, instruments, and related components used in processing.
- Troubleshoot instrument problems.
- Prepare reagents used in processing.
- Maintain records of equipment and reagents.
- Ensure adequate supplies are in stock for processing.
- Perform steam and ultraviolet sterilization of certain laboratory items, as needed.
- Record all sample information into the computer database and update the Law Enforcement Information Network to reflect receipt of sample.
- Resolve DNA matches between duplicate offenders.
- Complete formal corrections to the computer database, as needed.
- Locate and retrieve samples for processing.
- Research and document database cards containing incorrect and/or incomplete information.

Duty 4: Laboratory supply inventory and equipment maintenance.

- Maintain inventory of laboratory supplies and coordinate the ordering of supplies.
- Coordinate scheduling of annual preventive maintenance of critical equipment.
- Schedule repair service of equipment, when needed.
- Receive inventory and confirmation of product ordered.

Duty 5: Assists with STACS DB testing and troubleshooting.

- Coordinate with STACS DB subject matter expert to create testing plans when new versions are available.
- Follow testing plan and document results.
- Utilize test version of STACS system to assess hypothetical scenarios involving CODIS DNA submissions.
- Adjust testing plans, as needed, for unforeseen challenges.
- Summarize results.

Types of decisions made independently and whom or what those decisions affect: Uses independent judgement when assigning, monitoring, reviewing, and directing the work of the CODIS Section technicians.
Responsible for ensuring statutory compliance with the completion of expungement requests.
Identifies invalid database cards and removal before processing to maintain integrity of the database.
Uses independent judgement determining supply levels and restock.
Determines if database cards need to go to the Ten-Print Identification and Analysis Unit for identification.
Schedules and/or performs maintenance and calibration of the CODIS laboratory instruments.

Types of decisions that require the supervisor's review: Severe instrument problems, requiring outside service.
Sample handling errors.
Sample abnormalities that could affect or jeopardize data integrity.
Coordination of new employee training modifications.
Reporting software issue resolution.

Physical effort used to perform this job and environmental conditions of this position: Physical activities: Standing or sitting for long periods of time, climbing, stooping, balancing, kneeling, reaching, lifting, carrying, walking, bending, driving a motor vehicle, and typing.
Daily exposure to biohazardous materials and hazardous chemicals in a laboratory environment.

Names and classes and levels of employees whom this position immediately supervises:

WELCH, BRIANNA J	FORENSIC TECHNICIAN-E E10
SAMOTA, KIMBERLY	FORENSIC TECHNICIAN-E E10

The essential functions of this position: This position functions as the lead forensic technician for the CODIS Section. This position assigns, monitors, reviews, and directs work completed by the forensic technicians. This individual oversees and provides training for new employees and participates in a variety of analytical laboratory support activities, including DNA sample destruction, receipt and data entry of arrestee and convicted offender samples, laboratory supply management, equipment maintenance and calibration, and computerized data entry.

The function of the position's work area and how it fits into that function: The CODIS Unit functions to generate a DNA profile for each convicted offender and arrestee DNA sample and enter the profiles into the CODIS database. This position is responsible for the receipt, data entry, and storage of all DNA samples received from collection agencies. This position maintains and operates the laboratory instrumentation for DNA processing and acts as support for the CODIS scientists.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of an associate degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

EXPERIENCE:

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Three years of experience equivalent to a Forensic Technician, including one year equivalent to a Forensic Technician E10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laboratory terminology and equipment. Experience with methods of preparing reagents. Ability to keep records, communicate effectively, and successfully operate computers.

CERTIFICATES, LICENSES, REGISTRATIONS:

n/a