

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Services Bureau
<b>4. Civil Service Position Code Description</b> Forensic Technician-E	<b>10. Division</b> Forensic Science Division
<b>5. Working Title (What the agency calls the position)</b> Forensic / Evidence Technician	<b>11. Section</b> Grand Rapids Forensic Laboratory
<b>6. Name and Position Code Description of Direct Supervisor</b> VOGEL, ASHLEIGH J; STATE POLICE LAB DIRECTOR	<b>12. Unit</b> Administration
<b>7. Name and Position Code Description of Second Level Supervisor</b> BOWEN, JOHN E; STATE ADMINISTRATIVE MANAGER-2	<b>13. Work Location (City and Address)/Hours of Work</b> 2290 4 Mile Road NW, Grand Rapids, MI 49544 / 8 a.m. to 5 p.m. Monday - Friday
<b>14. General Summary of Function/Purpose of Position</b> This position performs forensic technician duties and is responsible for providing casework support, maintenance of equipment and supplies, evidence handling, and management of stored evidence. Responds to and assists with crime scenes. This position functions in a bias free manner.	

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:** **Percentage: 40**

Provides analytical assistance in casework under the supervision of the analysts/examiners.

**Individual tasks related to the duty:**

- Prepares samples for preliminary testing.
- Performs analytical examinations on specimens using laboratory instrumentation and techniques.
- Evaluates results and updates case worksheets.
- Operates, adjusts, and standardizes such scientific instruments and equipment as analytical balances, pH meters, FPIA (TDx), solid phase extraction equipment, CO-oximeter, microprocessors, and chromatographic apparatuses.
- Assists Forensic Scientists/Examiners in other procedures as needed.

**Duty 2**

**General Summary:** **Percentage: 20**

Provides assistance to the laboratory through maintenance and logistics.

**Individual tasks related to the duty:**

- Clean, test, and calibrate certain scientific and analytical equipment.
- Prepares chemical reagents and standards as necessary, assuming responsibility for accuracy.
- Keeps inventories of supplies and stocks on hand and orders expendables when necessary. Orders scientific supplies and chemicals under direction of the laboratory supervisor or program coordinator.
- Responsible for the shipment of blood alcohol collection kits, maintaining a record of those sent and preparing a monthly report for the laboratory supervisor.
- Cleans glassware.
- Performs computerized data entry into laboratory information systems.

**Duty 3**

**General Summary:** **Percentage: 15**

Provides logistical assistance for evidence reception and tracking which requires extensive interaction and communication with law enforcement personnel, laboratory administration, management and analytical staff.

**Individual tasks related to the duty:**

- Receives and returns evidence in the lab reception area, as necessary.
- Logs in all pertinent information in the computer network system.
- Prints worksheets and checks for accuracy of computer input and prepares laboratory case files.
- Affixes evidence labels to the evidence packing to insure proper tracking of the evidence chain of custody in the laboratory.
- Transports evidence between forensic laboratory worksites.
- Receives and responds to calls from law enforcement agencies regarding evidence tracking and status.

**Duty 4**

**General Summary:** **Percentage: 15**

Management of evidence storage and organization.

**Individual tasks related to the duty:**

- Develops and maintains the inventory system for evidence storage and distribution in conjunction with the laboratory director and management staff.
- Participates in evidence audits.
- Responds to FOIA request as appropriate.

**Duty 5**

**General Summary:** **Percentage: 5**

Provides court testimony.

**Individual tasks related to the duty:**

- Develops and maintains the inventory system for evidence storage and distribution in conjunction with the laboratory director and management staff.
- Participates in evidence audits.
- to FOIA request as appropriate.

**Duty 6**

Performs other duties as assigned.

Individual tasks related to the duty:

- Provide assistance to Laboratory Directors, Program Coordinators, and Unit Supervisors with specific projects or duties, as directed.
- Assist administrative staff with any ancillary duties related to the intake and storage of forensic evidence.
- Provide support to the forensic disciplines in the handling and preparation of samples submitted for forensic examinations, preparations.
- Responds to and assists at crime scenes.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Preparation of reagents, use of formulas, and evaluate samples at time of submission as to contamination, acceptability, etc.

17. Describe the types of decisions that require the supervisor's review.

Monthly report review, record keeping, and FOI requests. Maintenance of court book.

18. What kind of physical effort is used to perform this job? What environmental conditions in 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 that load for a distance of up to 100 feet over uneven terrain; walking; standing; kneeling; bending; squatting; climbing stairs; driving a motor vehicle. Daily exposure to biohazardous materials and hazardous chemicals in a laboratory environment.

Work long hours without proper rest at prolonged crime scene responses. Responses may include extreme heat or cold, may be damp or wet, and may contain repulsive orders.

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.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> 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?

This position performs forensic technician duties and is responsible for providing casework support, maintenance of equipment and supplies, evidence handling, and management of stored evidence. Responds to and assists with crime scenes

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

This position is in one of seven State Police Forensic Laboratories. These Laboratories conduct analysis and provide court room testimony in a variety of forensic disciplines. This position helps provide support to the actual lab as well and for individual case work.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

