

**1. Position Code**

**State of Michigan  
Department of Civil Service**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state  
confidentiality requirements protect a  
portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

<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 Classification of Position</b> State Police Forensic Technical Leader 15	<b>10. Division</b> Forensic Science Division
<b>5. Working Title of Position (What the Agency Titles the Position)</b> Breath Alcohol Technical Leader	<b>11. Section</b> Administration
<b>6. Name and Classification of Direct Supervisor</b> Ms. Lauren Lu, State Administrative Manager 16	<b>12. Unit</b> Breath Alcohol
<b>7. Name and Position Code Description of Second Level Supervisor</b> Mr. Jeff Nye, Senior Policy Executive 18	<b>13. Work Location (City and Address)/Hours of Work</b> 7320 N. Canal Road, Lansing, MI 48913 8 am - 5 pm, Monday - Friday

**14. General Summary of Function/Purpose of Position**

This position is a member of the Quality Assurance and Technical Development team in the Forensic Science Division and serves as the Breath Alcohol Technical Leader. This position is responsible for managing the technical operations of the Breath Alcohol discipline within the Forensic Science Division on a statewide basis. For the Breath Alcohol discipline, the position ensures compliance with accreditation standards, distributes and reviews proficiency tests, ensures appropriate audits are conducted, maintains the current procedure and training manuals, designs, directs, and conducts developmental research, coordinates training, oversees the quality assurance measures of the discipline, testifies in court as needed, and assists with special projects. This position must perform all duties in a bias free manner.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete the duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties must equal 100 percent.**

**Duty 1:**

**General Summary of Duty 1      65      % of Time**

Provides statewide coordination and ultimate technical expertise for all activities within the Breath Alcohol discipline.

**Individual tasks related to the duty.**

Responsible for monitoring, reporting, and resolving any potential quality problems with calibration and testing, and recommending preventive measures to improve the overall quality system. Identifies, procures, administers, evaluates, and retains all proficiency and competency tests performed within the discipline. This includes compliance with national standards and accreditation requirements.

Formulates and implements new procedures, policies, and guidelines for the testing and calibration activities of the Breath Alcohol program. Continually evaluates and updates all policies and procedures related to Breath Alcohol testing and calibration to ensure continued compliance with accreditation standards and national guidelines. Interacts with staff to standardize training materials and calibration results.

Creates training plans and content for those providing training to Datamaster users. Coordinates the content of training programs for Datamaster users to be delivered by the Training Division. This position is responsible for the review and acceptance of training records for all new employees and has the authority to declare competency in Breath Alcohol testing and calibration prior to commencement of training and calibration activities. Evaluate and recommend continuing education programs for employees to develop the competencies necessary for success as a trainer and calibration resource. Provides guidance and instruction during expert witness seminars.

Evaluates employee technical performance and designs and implements remediation programs for poor performing employees. Consults with the Training Division regarding the expected level of technical competence, including consultation regarding disciplinary actions, up to and including termination.

Recognize, discuss, and take action to react to new risks and opportunities that are frequently introduced in the technical, judicial, and administrative area of the Breath Alcohol program.

Provide input on the statewide procurement and maintenance of analytical equipment, including the establishment of contracts for the purposes of equipment acquisition and maintenance contracts within the Breath Alcohol program to ensure compliance with respective accreditation standards.

Provides technical expertise for the Breath Alcohol program and consults with law enforcement agencies regarding the Breath Alcohol program.

**Duty 2:****General Summary of Duty 2      10    % of Time**

As the subject matter expert, provides legislative and judicial assistance on matters pertaining to Breath Alcohol, which includes monitoring and responding to relevant court challenges, providing expert witness testimony, and consulting on legislative and legal issues.

**Individual tasks related to the duty.**

Provides legislative support and knowledge to the department and division regarding current and pending state and federal legislation affecting the Breath Alcohol program. This may include presentation of material, training, and attendance at meetings, including testimony to judiciary committees.

May testify as a qualified expert witness in all levels of state and federal courts. Provides testimony on accreditation, training and calibration activities related to the Breath Alcohol program, including quality assurance measures, training programs, and analytical procedures. Consults with prosecutors and other criminal justice officials preparing cases for court. Monitors and critiques expert witness testimony of scientists testifying in the area of Breath Alcohol.

Monitors and responds to Daubert challenges, discovery orders, court orders, and other judicial related inquiries in the area of Breath Alcohol. Provides assistance and guidance to scientists in legal and judicial matters.

Oversees Administrative Rules relating to Breath Alcohol. Ensures that any promulgated rules are correct and current and develops or re-writes when necessary.

As needed, provides guidance and support to the department and division regarding any court-related issue statewide.

**Duty 3:****General Summary of Duty 3      10    % of Time**

Provides program outreach to all parties in the criminal justice community including but not limited to judges, prosecutors and court administrators.

**Individual tasks related to the duty.**

Assist with the training outreach programs designed by the Forensic Science Division Director and Training Division Director.

Design and develop training materials and programs for use by the criminal justice community. Coordinates and directs training programs for law enforcement, service groups, and academic institutions.

Provides guidance and instruction during expert witness seminars.

**Duty 4:****General Summary of Duty 4      10      % of Time**

Coordinates and conducts research in the area of Breath Alcohol testing and calibration activities for the purposes of protocol development and continued advancement of the science.

**Individual tasks related to the duty.**

Coordinates and conducts research in the area of Breath Alcohol for the purposes of protocol development and continued advancement of the science. Interacts with the scientific community for the exchange of information. Authors and presents technical papers before groups at seminars and meetings.

Maintain presence and/or seek opportunities for participation on national committees in area of expertise.

**Duty 5 :****General Summary of Duty 5              5 % of Time**

Completes special projects on behalf of the Division Director.

**Individual tasks related to the duty.**

Performs duties associated with special projects and manages activities assigned by Division within the forensic Breath Alcohol program. Generates and maintains statistical reports or other assignments as divisional or departmental issues demand.

Identifies external sources of funding for Breath Alcohol. Assists in the preparation of grant applications, monitors progress of project, and prepares status reports as needed.

Performs other duties as assigned.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use the attached additional sheets, if necessary.**

Selecting procedures for analysis, revision of methods and/or training manuals. Those affected include police agencies, prosecutors, and unit members.

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

Budgeting and long-range planning.

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each condition. Refer to instructions on page 2.**

Lifting up to 30 pounds and carrying that load for a distance of 100 feet, walking, standing, kneeling, bending, squatting, climbing stairs, driving a motor vehicle. Daily exposure to hazardous chemicals in a laboratory environment. Frequent court appearances are stressful.

**19. List the names and class titles of classified employees whom you immediately supervise or oversee on a full-time, ongoing basis (if more than 10, list only classification titles and the number of employees in each classification.**

NAME

CLASS TITLE

NAME

CLASS TITLE

**20. My responsibility 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 sick and annual leave requests | <input type="checkbox"/> Review work                      |
| <input type="checkbox"/> Sign time card                         | <input type="checkbox"/> Provide guidance on work methods |
| <input type="checkbox"/> Orally reprimand                       | <input type="checkbox"/> Train employees in the work      |

**21. I CERTIFY THAT THE ABOVE ANSWERS ARE MY OWN AND ARE ACCURATE AND COMPLETE.**

**Signature**

**Date**

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

**TO BE FILLED OUT BY IMMEDIATE SUPERVISOR**

**22. Do you agree with the responses from the employee for items 1 through 20? If not, which items do you disagree with and why.**

Yes

**23. What are the essential duties of this position?**

This position is a member of the Quality Assurance and Technical Development team in the Forensic Science Division and serves as the Toxicology Technical Leader. The position provides statewide coordination and ultimate technical expertise for all activities within the Breath Alcohol program. The position is responsible for serving as the statewide overseer who ensures compliance with accreditation standards, training, proficiency testing, procedure development, and equipment procurement. The position handles legislative and judicial issues related to Breath Alcohol including providing legislative support, expert witness testimony, and monitoring and responding to relevant court challenges. The position also assists with outreach programs to provide training to the criminal justice community, conducts scientific research, and completes other special assignments.

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

Direct supervision of unit employees and routine completion of casework has been removed to increase time for statewide oversight of the Breath Alcohol discipline, handling of legislative and judicial issues, conducting outreach programs, performing research, and completing special projects.

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

The work area function is to perform analytical testing and manage a calibration program for Breath Alcohol analysis. This position is responsible for providing the ultimate technical expertise for all activities in the statewide service area of Breath Alcohol, including the development, oversight, and standardization of all policies and procedures.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a bachelor's degree in chemistry, biochemistry, forensic science, or a related pure or applied science.

**EXPERIENCE:**

Three years of experience equivalent to a Forensic Scientist 12, or as a State Police Specialist (Sergeant) 12 in the Forensic Science Division; or one year of experience equivalent to a State Police Laboratory Manager 14.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Advanced knowledge in the area of Breath Alcohol. A clear understanding of the accreditation standards and the technical expertise to lead and oversee the Breath Alcohol discipline to ensure compliance. Have excellent time management skills and the ability to manage a variety of projects, identify problems, develop plans of resolution, and provide direction.

Must possess exceptional interpersonal skills, be a skilled public speaker, have experience in technical writing, possess excellent written and oral communication skills, and possess the ability to convey technical scientific issues to the criminal justice community and to persons with varying knowledge levels. Moral and ethical centeredness with a high level of integrity and professionalism.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid Michigan driver's license.

Maintains professional memberships in organizations affiliated with forensic science standards and requirements and adheres to all ethical, programs, and other mandates of these organizations.

*Note: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. 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**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

**29. I certify that the entries on these pages are accurate and complete.**

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date