

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

2. Employee's Name (Last, First, M.I.)	8. Department/Agency Michigan State Police
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Services Bureau
4. Civil Service Classification of Position State Police Laboratory Director 15	10. Division Forensic Science Division
5. Working Title of Position (What the agency titles the position) Laboratory Director	11. Section Lansing Forensic Laboratory - South
6. Name and Classification of Direct Supervisor Insp. John Bowen, State Administrative Manager 16	12. Unit Administration
7. Name and Classification of Next Higher Level Supervisor Mr. Jeffrey Nye, Senior Policy Executive 18	13. Work Location (City and Address)/Hours of Work 7320 N. Canal Road, Lansing MI 48913 8 am thru 5 p m Monday - Friday

14. General Summary of Function/Purpose of Position

The Laboratory Director position is responsible for managing the technical and operational services of a forensic laboratory within the Forensic Science Division. The position is responsible for the oversight of multiple forensic disciplines that provide investigative support to the criminal justice community across a large geographical area of the state. The position serves as the principal forensic science liaison to all law enforcement agencies to establish and maintain cooperative relationships at the local, county, state, and federal levels.

This position is responsible for maintaining laboratory policies, procedures, and compliance with the accrediting body's accreditation standards to ensure the laboratory maintains its accreditation and integrity in the scientific community. Develops plans with division administration for the growth and expansion of the services to maintain compliance with legislative mandates and scientific work group's recommendations. This position serves as an accreditation assessor and conducts external audits of other accredited laboratories at the local, county, and state levels nationwide, as well as self-assessments annually of each of the MSP forensic laboratories statewide. This position functions 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 each duty.
List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 60% of Time

Operationally and administratively manage the assigned laboratory personnel.

Individual tasks related to the duty.

- Identifies the work site's assets and deficits and strategically plans to improve the operations and delivery of forensic services.
- Utilizes laboratory information management systems (LIMS) to review data to analyze laboratory performance and develop employee performance metrics.
- Determine the overall effectiveness and efficiency of laboratory operations and make recommendations for improvement. This includes conducting staff meetings and conferences to discuss operating problems, organization, budgetary matters, technical issues, and status of programs and projects.
- Prepares written directives to inform laboratory personnel of new or revised policies, procedures, laws, court decisions, and other information which may have a direct impact on the performance or practice of laboratory work.
- Selects and assigns staff ensuring equal employment opportunity in hiring, promotion, and training.
- Participates in disciplinary actions and procedures involving staff represented by five different bargaining units; therefore, must have a thorough understanding and working knowledge of labor agreements, contracts, civil service rules, etc.
- Conducts management reviews concerning audit status of lab operations and reports the information to the accrediting body.
- Facilitates two-way communication between executive level management and work site personnel.

Duty 2

General Summary of Duty 2 20% of Time

Serves as the department's principal Forensic Science liaison with all other law enforcement agencies in a geographic region.

Individual tasks related to the duty.

- Educates law enforcement partners in submission policies and proper submission of evidence for efficient case management.
- Establishes and maintains cooperative working relationships with community agencies and organizations, courts, prosecutors, and defense attorneys in a geographic region assigned to the laboratory on matters relating to laboratory practices, directives, requirements, and abilities.
- Attends local law enforcement meetings to promote the service and gain support for continued funding.
- Formulates and executes plans, procedures, and priorities designed to improve laboratory operations and services within a geographic service region.
- Directs and tracks major forensic investigations within an assigned geographic region and coordinates crime scene teams in conjunction with members and representatives of other enforcement agencies.
- Supervise on-scene investigations in highly publicized sensitive cases.
- Testify in court as to division or laboratory policy and practices.

Duty 3

General Summary of Duty 3 15% of Time

Identify the training needs of laboratory personnel.

Individual tasks related to the duty.

- Ensures that all trained analytical and technical staff complete annual proficiency test requirements.
- Promotes professional development and organizational memberships to scientific organizations.
- Monitors and evaluates expert testimony of forensic scientists and specialists through observations and witness evaluations.
- Initiates and/or approves preventative (PAR) and corrective action (CAR) reports.
- Ensures MCOLES certifications and annual training requirements are met and maintained for enlisted personnel.

Duty 4

General Summary of Duty 4

5% of Time

Other duties as assigned.

Individual tasks related to the duty.

- Conducts annual performance reviews and evaluations.
- Works with facility management to ensure a safe and secure working environment for employees in a secured access facility.
- Establishes and approves security access levels for personnel and visitors.
- Serves as a member and delegate to the American Society of Crime Laboratory Directors (accrediting body).
- Facilitates and reviews the Guiding Principles of Professional Responsibility annually as required by the accrediting body.
- Schedules work assignments and approve leave requests.
- Audits and certifies time and attendance for personnel in State Integrated Governmental Management Application (SIGMA).
- Authorizes purchases and expenditures for laboratory instruments and supplies.
- Reviews and approves contracts and purchases.
- Approves travel and expense reimbursements using the State Integrated Governmental Management Application (SIGMA).
- Approves expenditure payments through the State Integrated Governmental Management Application (SIGMA).

Duty 5

General Summary of Duty 5

of Time

Individual tasks related to the duty.

Duty 6

General Summary of Duty 6

of Time

Individual tasks related to the duty.

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

Dispatching crime scene response teams – decides what state resources will be committed and the scale of the response based on the specifics of the request for assistance. Quality crime scene response services are requested by all levels of law enforcement and have a direct impact on public safety.

Case management and prioritization – manages and prioritizes casework based on the severity of the crime and threat to public safety. The laboratory director accepts or declines requests for services.

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

Labor relations matters and problems which go beyond the local laboratory areas.

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 activity and condition. Refer to instructions on page 2.

Exposure to caustic and hazardous material, flammable liquids, and/or explosives. Crime scene responsibilities may involve working for extended periods without proper nourishment or rest under adverse conditions. 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.

Enlisted members are required to fulfill the duties of a Trooper 11 and are required to carry a firearm.

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

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	(1-9) Laboratory Manager 14		
	(1) Secretary 9		
	(1-6) For. Technician 8–11		
	(1) Secretary E8		
	(4-60) Spl/Tpr.11, Spl/Sgt.12, Forensic Scientist 9–12		

20. My responsibility 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.

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 COMPLETED BY DIRECT 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?

Responsible for the management of a full-service laboratory and supervision of all employees assigned. This position is responsible for ensuring the laboratory complies with standards imposed by the accrediting body to maintain its accreditation status.

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

- Increased direct supervision of asset and equipment management
- Analyzing and improving workflow, including reallocating resources, scheduling work assignments, setting priorities, and directing the work of subordinate employees in order to improve efficiency and productivity of the laboratory.

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

To provide forensic science service to all criminal justice agencies in a large geographical area of the state. This position oversees one of 8 State Police Forensic Laboratories.

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 forensic science, chemistry, biochemistry, biology, microbiology, criminal justice, or a related pure or applied scientific field.

EXPERIENCE:

Three years of experience equivalent to a Forensic Scientist 12, or as a State Police Specialist (Sergeant) 12 or State Police Sergeant 12 in the Forensic Science Division; or one year of experience equivalent to a State Police Laboratory Manager 14 or a State Police Technical Leader 15.

OR

A high school diploma or GED Certificate or higher and eight years of experience in the Forensic Science Division, including a minimum of six years as a State Police Specialist Sergeant 12 or four years as a State Police Detective Lieutenant 14.

KNOWLEDGE, SKILLS, AND ABILITIES:

Good command of the language, excellent people skills, tact and diplomacy.

CERTIFICATES, LICENSES, REGISTRATIONS:

None required.

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