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|  |  | |  |  | | --- | --- | | |  | | --- | | 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. | | |  | | |  |  | | --- | --- | | **2. Employee's Name (Last, First, M.I.)** | **8. Department/Agency** | |  | STATE POLICE | | **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** | |  | State Services Bureau | | **4. Civil Service Position Code Description** | **10. Division** | | Forensic Scientist-E | Forensic Science | | **5. Working Title (What the agency calls the position)** | **11. Section** | | Forensic Scientist 9-P11 | Northville Forensic Laboratory | | **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** | | JONES, JENNIFER; STATE POLICE LAB MANAGER-3 | Biology/DNA | | **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** | | SELLENRAAD, ASHLEY G; STATE POLICE LAB DIRECTOR | 42145 W. 7 Mile Rd., Northville, MI. 48167 / 8 a.m. to 5 p.m. | | |  | | |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |  | |  | | --- | | **14. General Summary of Function/Purpose of Position** | |  |  | |  |  |  |  | | |  | | --- | | This position is responsible for examining forensic evidence in connection with criminal cases in the areas of Body Fluid ID and DNA for the Forensic Science Division.  Duties also include testifying in court, crime scene investigations, and support the validation of new methods, equipment and instruments.  This position will receive direct training by a senior-level scientist or manager until fully competent.  This position is required to perform all duties in a bias free manner. | | | |  | |  |  |  |  | | | |  |

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|  |  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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:** | **75** | | Examine and analyze laboratory body fluid and DNA evidence | | | | **Individual tasks related to the duty:** |  |  | | * Receive and analyze evidence in the areas of Body Fluid Identification and DNA.   This may include blood and body fluids for the presence of biological fluids and/or cellular material for the potential presence of DNA. * Author reports and communicate findings to members of the law enforcement community. * Operate the CODIS software, report resulting matches, enter forensic unknown DNA profiles, and analyze confirmation samples. * Operate all equipment used to generate a DNA profile including computers, microscopes, photographic equipment, genetic analyzers, centrifuges, thermal cyclers, and other related analytical instrumentation. * Handle and process large variety of cases and scenarios. * Interact with law enforcement to determine the scope and direction of analyses, and determine the samples to forward for DNA testing. | | | | **Duty 2** | | | | **General Summary:** | **Percentage:** | **10** | | Courtroom testimony | | | | **Individual tasks related to the duty:** |  |  | | * Testify to findings at all levels of State and Federal court. * Prepares court exhibits and meets with prosecutors, judges and other officials to assist in preparing court cases. | | | | **Duty 3** | | | | **General Summary:** | **Percentage:** | **5** | | Crime scene investigations | | | | **Individual tasks related to the duty:** |  |  | | * Respond to crime scenes to assist in the collection and preservation of evidence for laboratory examination. * Properly evaluate evidence at the scene using various laboratory methods. * Communicate with other professionals (pathologists, anthropologists, police officials, prosecutors, medical examiners, and attorneys) in order to be successful in this area. | | | | **Duty 4** | | | | **General Summary:** | **Percentage:** | **10** | | Research | | | | **Individual tasks related to the duty:** |  |  | | * Support validation of new methods, equipment, and instruments by executing assigned part of the validation plan. * Research projects directly related to the Biology Unit. * Attend meetings, seminars, etc., to share and gain new knowledge in the area of expertise. * Performs other duties as assigned. | | | | | | | | | | |  |
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|  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.** | | |  |  | | |  | | --- | | The individual must be able to determine how to proceed with evidence analyses on any particular case based on evidence submitted and the investigative scenario.  The individual must also be able to determine the appropriate samples to be submitted for subsequent DNA testing based on policy and investigative needs.  The individual must be able to determine the appropriate types of DNA testing to conduct as well as which methods to utilize to conserve evidence and produce acceptable DNA data. | | | | | | | | |  |
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|  |  |  |  |  |  | |  |  | | --- | --- | |  |  | |  | |  | | --- | | **17. Describe the types of decisions that require the supervisor's review.** | | |  |  | | |  | | --- | | Supervisors should be included in instances of quality assurance assessments and fulfilling discovery/FOIA requests.  When the outcome of an analysis could have repercussions on other units in the laboratory or other divisions within the department. | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | |  | |  | | --- | | **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 bio-hazardous materials and  hazardous chemicals in a laboratory environment. | | | | | | | | | |  |
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|  |  |  |  |  | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **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** | | |  | |  |  |  | |  | |  | | --- | |  | |  | |  |  |  | | | | | |  |
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|  | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):** | | | | | | | | | | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Complete and sign service ratings. | |  | |  | | --- | | N | |  | |  | | --- | | Assign work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Provide formal written counseling. | |  | |  | | --- | | N | |  | |  | | --- | | Approve work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  | |  | | --- | | N | |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve leave requests. | |  |  | |  | | --- | | Review work. | |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Approve time and attendance. | |  | |  | | --- | | N | |  | |  | | --- | | Provide guidance on work methods. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  | |  | | --- | | N | |  | |  | | --- | | Orally reprimand. | |  | |  | | --- | | N | |  | |  | | --- | | Train employees in the work. | |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | | | | | | |  |
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|  | |  |  |  | | --- | --- | --- | | |  | | --- | | **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 is responsible for examining forensic evidence in connection with criminal cases in the areas of Body Fluid ID and DNA for the Forensic Science Division.  Duties also include testifying in court, crime scene investigations, and support the validation of new methods, equipment and instruments.  This position will receive direct training by a senior-level scientist or manager until fully competent.  This position is required to perform all duties in a bias free manner. | | | | | | | | | | |  |
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|  |  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.** | | | |  |  | |  | |  | | --- | | Downgraded for recruitment purposes. | | | | | | | | |  |
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|  |  | |  |  |  | | --- | --- | --- | | |  | | --- | | **25. What is the function of the work area and how does this position fit into that function?** | | | |  |  | |  | |  | | --- | | Provide examinations on evidence submitted in connection with criminal cases in the following areas:  Body Fluid Identification and DNA.  Report results and testify in court as needed. | | | | | | | | | |  |
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|  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **26. 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, natural science, or a related pure or applied science. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **EXPERIENCE:** | | |  |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | **Forensic Scientist 9** No specific type or amount is required.  **Forensic Scientist 10** One year of professional experience working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical, biological or physical evidence samples, specimens, or products equivalent to a Forensic Scientist 9.  **Forensic Scientist P11** Two years of professional experience working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical, biological or physical evidence samples, specimens, or products equivalent to a Forensic Scientist, including one year equivalent to a Forensic Scientist 10.  **Alternate Education and Experience**  **Forensic Scientist 9** Firearms Specialty:  Individuals possessing a bachelor’s degree in any major and at least two years of State Police Specialist experience performing firearms and toolmarks examinations in the Michigan State Police Forensic Science Division. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **KNOWLEDGE, SKILLS, AND ABILITIES:** | | | |  |  |  |  | |  |  |  |  |  |  |  | | |  | | --- | | * Excellent communication skills, tactfulness, well-groomed appearance, ability to testify in court as an expert witness. * Knowledge of law, criminal investigation, rules of evidence, and court procedures are essential to this task. * Knowledge of forensics and laboratory equipment/instrumentation. * Knowledge of all facets of evaluating and examining evidence specific to the respective discipline. * Ability to successfully complete all requirements of the discipline specific training program. * Strong ability to keep detailed records. * Excellent communication skills, tactfulness, well-groomed appearance, and ability to testify in court as an expert witness. | | | | | | | | |  |  |  |  |  |  |  | | |  | | --- | | **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 ethics, programs, and other mandates of these organizations**.** | | | | | | | | |  |  |  |  |  |  |  | |  | |  | | --- | | ***NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*** | | | | |  |  | |  |  |  |  |  |  |  | | | | | | | | |  |
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|  |  | |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  | |  | | --- | | ***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** | |  | |  | | --- | | **Date** | |  | |  |  |  |  |  | | | | | | | | |  |
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|  |  |  |  |  |  |  |  | |  | | --- | | **TO BE FILLED OUT BY APPOINTING AUTHORITY** | |  |  |
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|  |  |  |  |  |  |  | |  |  |  | | --- | --- | --- | |  |  |  | |  | |  | | --- | | **Indicate any exceptions or additions to the statements of employee or supervisors.** | |  | |  |  |  | |  | |  | | --- | | NA | |  | |  |  |  | | | |  |
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