|  |  |  |
| --- | --- | --- |
| CS-214  Rev 11/2013 |  | Position Code   1. FORNSCIEA89R |
|  | State of Michigan **Civil Service Commission**  Capitol Commons Center, P.O. Box 30002  Lansing, MI 48909 |  |
|  | POSITION DESCRIPTION |  |

|  |  |
| --- | --- |
| This position description serves as the official classification document of record for this position. Please complete this form 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 9 -11 | Forensic Science Division |
| 5.Working Title (What the agency calls the position) | 11. Section |
| Forensic Scientist | Lansing North Forensic Laboratory |
| 6.Name and Position Code Description of Direct Supervisor | 12. Unit |
| Ms. Samantha Beauchamp  Laboratory Manager 14 | Toxicology Unit |
| 7.Name and Position Code Description of Second Level Supervisor | 13. Work Location (City and Address)/Hours of Work |
| Mr. Glen Hall,  Lab Director 15 | 7320 N. Canal Road, Lansing, MI 48913  8 a.m. to 5 p.m. Monday - Friday |
| 14. General Summary of Function/Purpose of Position | |
| Individuals in this position will become familiar with all facets of evaluating and examining evidence specific to the Toxicology Unitwhile under direct supervision from staff. Individuals in this position are expected to successfully complete all requirements of the training program. Upon completion of the assigned training program, the individual is expected to produce forensic reports that encompass the analytical work performed, documentation of the evidence chain of custody purposes, and expert witness testimony in the Toxicology Unit. The individual in this position may provide testimony in local, state, and federal courts as required. This position is required to perform all duties 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 of Duty 1 % of Time 50**  Receive and evaluate evidence in the Toxicology Unitwhile under direct supervision by staff. | |
| **Individual tasks related to the duty.**   * Become familiar with the Quality Assurance Program and specific Toxicology Unitprocedures. * Work through the assigned unit training program. * Receive and evaluate evidence in the Toxicology Unit. * Become familiar with the Laboratory Information Management System (LIMS). * Know and understand the submission guidelines. * Strictly adhere to and stay informed of new technologies, policies, and procedures. | |
| Duty 2 **General Summary of Duty 2 % of Time 30**  Evidence development and use of techniques and instrumentation while under direct supervision by staff. | |
| **Individual tasks related to the duty.**   * Use a variety of processing techniques to develop samples on submitted evidence, which may include, but is not limited to, powders, light sources, and chemical methods. * Develop a level of proficiency with instrumentation specific to the Toxicology Unit, which may include, but is not limited to, microscopes, lasers, camera equipment, chromatography instrumentation, genetic analyzers, centrifuges, and thermos cyclers. * Perform routine maintenance on laboratory equipment, maintain consumable inventory, and place orders when necessary for the Toxicology Unit. | |

|  |
| --- |
| Duty 3 **General Summary of Duty 3 % of Time 10**  Examine evidence, once trained to competency. |
| **Individual tasks related to the duty.**   * Compare questioned samples with know or reference samples as applicable. * Author a technical record of examinations conducted on evidence once competency has been obtained. * Receive and respond to calls from customers regarding evidence tracking, status of particular cases, and educating on procedures and practices. * Strictly adhere to and stay informed of new technologies, policies, and procedures. |
| Duty 4 **General Summary of Duty 4 % of Time 5**  Testify in court, once trained to competency. |
| **Individual tasks related to the duty.**   * Testify to the analytical results and conclusions at local, state, and federal court. * Interact with customers, which may include, but is not limited to, judges, prosecutors and defense council, and law enforcement regarding discipline and case specific topics. |

|  |
| --- |
| Duty 5 **General Summary of Duty 5 % of Time 5**  Research and training |
| **Individual tasks related to the duty.**   * Work on research projects related to the Toxicology Unit. * May be called upon to teach law enforcement officers and other criminal justice customers about submission guidelines and laboratory practices and procedures. * May be called upon to assist with training new laboratory staff. |
| Duty 6 **General Summary of Duty 6 % of Time** |
| **Individual tasks related to the duty.** |

|  |  |  |  |
| --- | --- | --- | --- |
| 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. | | | |
| 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. | | | |
| 18. What kind of physical effort is used to perform this job? What environmental conditions is 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. | | | |
| 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. (If more than 10, list only classification titles and the number of employees in each classification.) | | | |
| NAME | CLASS TITLE | NAME | CLASS TITLE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 20. This position’s responsibilities 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.** | | | |

|  |
| --- |
| 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 provides support in processing and testing evidence to be used in criminal cases.  At the senior journeyman level, the incumbent is expected to independently conduct examinations on a large variety of evidence or convicted offender samples; to assist the unit commander in the training of new analysts; and to research new analytical techniques with only a minimum of supervision. |
| 24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.  Updated distribution of job duties and percentages to reflect current role. |
| 25. What is the function of the work area and how does this position fit into that function?  This position is in one of the multiple State Police Forensic Laboratories.  These Laboratories conduct analysis and provide courtroom testimony related to criminal investigations is a variety of forensic disciplines.  This position helps provide support to the laboratory system as well individual case work in the Toxicology Unit. |
| 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, chemistry, biochemistry, biology, microbiology, or a related pure or applied science. |
| EXPERIENCE:  Forensic Scientist 9 – No specific amount 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 11** – 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 10. |
| KNOWLEDGE, SKILLS, AND ABILITIES:   * Knowledge of forensics and laboratory equipment/instrumentation. * 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 of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.* |
| *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 |
| Indicate any exceptions or additions to statements of the employee(s) or supervisors. |
| *I certify that the entries on these pages are accurate and complete.*    **Appointing Authority** **Signature Date** |
| TO BE FILLED OUT BY EMPLOYEE |
| *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.*    **Employee’s Signature Date** |

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